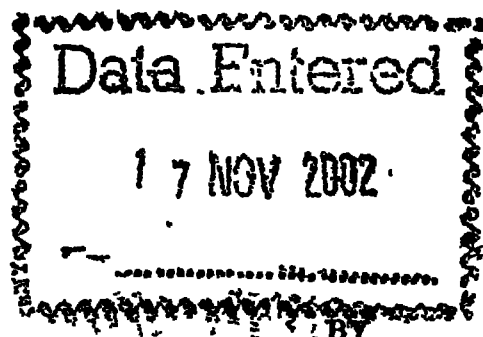


Police Guide



DIWAN CHAND RAI BAHADUR

Dy. Superintendent Police, Punjab,

Dy. Inspector General Police, Jaipur.

JAIPUR STATE

1936

REVISED EDITION

**Printed by B. Chand Mal Chandak, Manager,
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Dedicated

to

**F. S. Young, Esq., C.S.C., I.P.S.,
Inspector-General of Police, Jaipur.**

Foreword

It gives me great pleasure to place on record ~~that the~~ Police Guide, which is the outward and visible sign of the experience gained in twenty years' service by my Deputy Inspector-General Rai Bahadur Dewan Chand, has proved an unqualified success, for it has now reached its third edition; and though $3\frac{1}{2}$ years have elapsed since it was first released from the Press, there is still a steady call for copies of this publication, with regard to the usefulness of which many Police officers of experience and standing have given clear and definite testimony. Several Inspector-Generals, including those of the Punjab and United Provinces, have placed on record their appreciation of its merits and value, and other senior officers of both provinces, including the Principals of the Police Training Schools, Phillaur and Moradabad, have likewise commended it warmly. Many of the high officials of the States in Rajputana and, naturally of Jaipur itself, have been pleased to praise it very highly, and I can record that my personal experience of its utility is, that it has proved of immense value to the officers both gazetted and subordinate of the Jaipur State Police, during the last three years. It is equally valuable as a guide and as a book of reference and the insistent demand for it makes it necessary for a Hindi edition to be added to the English and Urdu editions which have already been published; and five other States, besides Jaipur, have already adopted it as their Police text-book.

In view of the fact that the Jaipur Council of State have approved of the principles contained in it, I have approved of Rai Bahadur Dewan Chand framing Rules embodying these principles in the latest edition which is now being placed before the public.

DATED JAIPUR, }
the 10th October, 1935. }

F. S. YOUNG, C.I.E., I.P.,
Inspector-General of Police,
Jaipur State, Jaipur.

Introduction

In every reign and rule, Police is the most important public department, entrusted as it is, with the maintenance of public order and security of life and property on the one hand and the maintenance of law and authority on the other. To the ruler this department is the pivot of his rule and to the ruled, it is their protector in time of trouble and need. In fact all human activities, governmental or private, hinge for their smooth progress on Police. From public service point of view too, the Police excels perhaps every other service, in that it affords much greater opportunities of serving fellow beings than any other department. A policeman can at every minute of his duty render service of one kind or the other to somebody and it is his rare privilege to do his official duty as well as service to his fellow men simultaneously. Unfortunately, however, no class of public servants suffers so much from lack of public confidence and support, as the Police. Public does not fully appreciate the difficulties, the Police experience in the discharge of their onerous and multifarious duties, rendered still harder by their non-co-operation. The public expect the Police officer to spend the last ounce of his energy in the investigation of a case in which they are interested; they expect him even to risk his life for capturing a desperate dacoit; they expect him to undergo all hardships in order to unearth a case in which their property is involved; they expect him to round up a badmash, when their honour is at stake; and yet they will not give him the information in their possession nor will they offer their co-operation and support unless directly concerned in the case. They have yet to realise, that a policeman is as much of a human being as they are and that his success and utility as a policeman depends largely on the co-operation he receives from them.

Nor should the policeman forget that unless this gulf is completely bridged and public confidence and support fully earned and retained, success in the matter of prevention and detection of crime which is the chief function of Police and for which mainly the Policeman exists, is rather difficult to achieve. One aim at the back of my mind in issuing this revised edition of the Police Guide is to equip the policeman with a first-hand knowledge of law and procedure, in order that he may acquit himself honourably of his responsibilities and thereby claim the confidence of public for himself and his fellow policemen.

DATED JAIPUR,
the 27th July, 1935.

} Dwan Chand
RAI BAHADUR

Interpretations

The following words and expressions shall have the meanings assigned to them below, unless there be something in the subject or context repugnant to such constructions.

The word *Year* shall be held to mean the period commencing from 1st September and ending with 31st August, both days inclusive.

The word *Month* shall be held to mean a calendar month.

The word *Challan* shall be held to mean the act of sending up an accused person, to a court of criminal law for trial.

The word *Division* shall include one or more revenue districts which have been grouped for purposes of Police administration, to constitute the charge of one Superintendent of Police.

The word *Person* shall include a company or corporation as well as a society or association.

The word *Property* shall include movable property, money and valuable security.

The word *Cattle* shall, besides horned cattle, include elephants, camels, horses, asses, mules, sheep, goats and swine.

The word *Nazim* shall be held to mean the chief officer charged with the executive administration of a revenue district and exercising the powers of a magistrate, by whatever designation this officer is styled.

The word *Magistrate* shall include all officers within the State, exercising all or any of the powers of a magistrate.

The word *Police* shall include all gazetted and non-gazetted officers who have been appointed or enrolled under sec. 3 (5) and 5 (7) of the Police Act respectively.

The term *Gazetted officer of Police* shall include the Inspector-General of Police, the Dy-Inspector-General and all Superintendents of Police.

The term *non-Gazetted officer of Police* shall include all officers of the rank of Inspector and sub-Inspector.

The term *Enrolled officer* shall include all Police officers and men of and below the rank of Inspector.

The term *Upper subordinate* shall include all officers of the rank of Inspector and sub-Inspector.

The term *Lower subordinate* shall include all officers and men below the rank of sub-Inspector.

The term *Station officer* shall include the officers of Police entrusted with the charge of Police Stations or head-constables who may be appointed to carry on the duties of Station officers or who, in the absence of Station officers, may be placed temporarily in charge of Police Stations

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CHAPTER I—POLICE STATION

1. A Police station or Station house otherwise known as Thana is a centre of Police functions carried out in a defined area of the state known as Station jurisdiction. A Police station is invariably run by an officer of the rank of a sub-Inspector designated the Station officer more commonly known as Thanedar.

2. The Officer-in-charge of a Police station i.e. the Station officer is undoubtedly the most important factor in a Police administration; as it is he who comes most in direct contact with the public and on whose conduct, sense of duty, integrity of character and efficiency mainly depends the good name of a Police force. The Station officer both in his private and official life should so conduct himself as to inspire confidence and earn the regard, affection and good-will of the inhabitants of his jurisdiction.

3. Within the limits of a Police station jurisdiction, the Station officer is primarily responsible for the preservation of peace and order and the prevention and detection of crime.

4. The effective working, management, good conduct and discipline of the local Police; the direction, instruction and efficiency of subordinates, the due performance of Police duties in the station jurisdiction; the prompt service of court processes, the steady and up-to-date upkeep of Thana registers and records, the timely compilation of Thana reports and returns and the prompt disposal of Thana correspondence are matters, the Station officer is essentially answerable for:

- (a) It is his duty to acquire detailed and accurate local knowledge, to secure the whole-hearted co-operation of zamindars, leading men and chowkidars encouraging

them to give him information, to assist him in his work and to range themselves loyally on the side of law and order. Through them and his own subordinates he shall keep a strict watch over all known bad and undesirable characters and shall communicate all intelligence of moment to his superior officers, the Magistrate of the Ilaqa and the neighbouring Police stations where such information is likely to serve a useful purpose.

- (b) Within the limits of his charge, he is the chief investigating officer, and as such he shall conduct all investigations in person, so far as circumstances permit. His responsibility in this matter shall be carefully maintained and should it be necessary, owing to the absence of the Station officer or any other cause, for a subordinate to undertake an investigation, the Station officer shall keep a thorough and vigilant control by perusing the case diaries and questioning the investigating officer and shall be responsible to see that the investigation has been fully and properly conducted. He shall remedy what is defective, and shall take over the investigation at the earliest opportunity.
- (c) When present at the Police station he shall personally supervise the routine work of the Thana and shall be responsible to see that there are no arrears of correspondence and that the accounts are correct and up-to-date.

5. The Station clerk generally known as moharir is invariably a literate head-constable who, under the control and supervision of Station officer, acts as clerk, accountant, record-keeper and custodian of prisoners and property at a Thana. He is invariably assisted by one or more literate constables known as madad moharirs.

- (a) As clerk of the Police station, he shall receive and open the dak and hand over to the Officer-in-charge all papers intended for him. He shall maintain Thana registers and write out all reports and returns due from a Thana and shall be responsible for the prompt disposal of all pending papers. Every morning he shall bring to the notice of the Officer-in-charge all orders and pending papers awaiting execution and reply. At or after parade, he shall record the Station officer's orders each morning as to the distribution of duties for the day.
- (b) As accountant he shall be responsible for the correctness of cash book and of the cash balance in hand. He shall bring every item of receipt and expenditure promptly and fully to account and shall render accounts of receipts and expenditures to his superior officers. If any appropriation of public money to purposes for which it was not intended occurs, or if money shown as expended is not expended, or is expended in a way different from that shown, he shall forthwith report the fact to his Station officer and the latter to the Superintendent. He shall write out invoices and cheques and shall file receipts and vouchers for payments made. He shall prepare the monthly acquittance rolls and the accounts of deductions from and stoppages of pay, and shall be responsible to see that acquittance rolls are duly signed and forwarded.
- (c) As record-keeper, he shall be responsible to see that all registers, and Thana files and records are safely kept and that they do not suffer injury from damp, vermin or other cause. In September every year, he shall eliminate under the guidance of the Station officer and

send to headquarters the records, which are liable to be destroyed.

- (d) As custodian, he shall be responsible for the safe custody of prisoners, the state property including arms, ammunition, articles of clothing and equipment, the unclaimed property and the case property connected with Police investigations. The store-room and the lock-ups shall be his direct charge and he shall keep the keys of both in his personal custody. He shall personally superintend all receipts and issues from the store-room and shall admit and remove prisoners in and from lock-ups under his personal supervision.
- (e) The moharir's duties necessitate his continuous presence at the Police station. Accordingly he shall not be employed on investigation work or any other duty involving his absence from the station for more than a few hours at a time. If he leaves the Station house temporarily, he shall formally make over charge to the assistant clerk after making an entry in the daily diary. Similarly on return to duty he shall again enter the fact in this diary and both entries shall be signed by the assistant clerk as evidence of his responsibility during the absence of the station clerk. The charge of the store-room in such cases shall not change hands formally, unless the period of moharir's absence from the station extends to more than 24 hours. The keys of lock-ups however shall be made over to the assistant clerk in every case, even though the period of moharir's absence from station may be very brief. Under no circumstances shall the station clerk and the assistant clerk be both absent from the station at one and the same time.

6. The F. I. R. register is maintained under sec. 148 J. C. Book No. 1. P. C. (154 C. P. C.) in 100 leaves, each divided First Information Report. off by columns. It shall contain one foil which will be a permanent record at the Police station and three counterfoils, two of which shall be submitted respectively, to the Nazim and the Superintendent, the third copy being made over to the informant. The counterfoils, though ostensibly copies, have been classed as original documents and therefore each must be signed and sealed by the officer framing the report.

7. The counterfoil despatched to the Nazim shall be deemed to be the report required to be submitted under sec. 151 J. C. P. C. (157 C. P. C.) to the Magistrate empowered to take cognizance of the offence.

8. The village number shall be conspicuously written in red at the top of the form and the name of the Police station, the district, the number of the F. I. R. and the date and time of occurrence recorded in the blank spaces meant for them.

9. The particulars of the case shall be recorded in the appropriate columns as follows :—

COLUMN 1, shall show the exact time, when the report was started to be written.

COLUMN 2, the name and particulars of the informant and, if he is not the complainant himself, also the name of the complainant.

COLUMN 3, the section of law offended against and the estimated value of the property stolen.

COLUMN 4, the exact locality in which the offence has occurred besides the name of the village or town; also the distance and direction from the Police station, which should be accurate enough to give guidance to the officer receiving the report, in case he should care to proceed to the scene of occurrence.

COLUMN 5, the names of persons suspected or accused in the case.*

COLUMN 6, the cause of delay if an investigation has not been started forthwith.†

COLUMN 7, the date and hour of despatch of the report, which invariably is the next dak time, unless it is a special report, in which case it should be instantaneously despatched by the most expeditious means and the time of this special despatch noted in this column.

10. The open space below these columns is intended for the detailed information brought by the informant or complainant. This should be recorded without any preliminaries or formalities and shall always be recorded in the first person. The words "so and so states the following" should never precede this information, because if it is recorded in the third person or in language, which is not the complainant's own, occasions may arise when its legal admissibility may be questioned in court under sec. 59 J.E.A., (sec. 60 I.E.A.)

This report eventually forms the basis of criminal proceedings instituted in court and will lose all its evidential value if it contains anything but a verbatim statement of the informant or complainant as the case may be. A defective first report will not only mar success in cases but will also mar the chances of dealing with false reports, as an action under sec. 171 J.P.C. (182 I.P.C.) is taken solely on the strength of a first information report. In such cases it is absolutely necessary to prove the body of report as a statement made by the informant and not a report reproduced by Police in their own language. Any other information desired to be added to the first report, can safely find

*In the event of there being no suspicion at the outset, this column shall be blank till the close of the investigation

†The word *Tawaku* (delay), as used in the heading of this column does not mean the delay caused in making a report. That part of the information would be incorporated in the body of the report. This column is only meant to deal with a delay caused in starting an investigation after registration of the case.

place at the bottom under head "Karrawai Police" but in no case shall the body of a first report contain anything beyond a bare and untinged statement of the informant or the complainant as the case may be and essentially in or very near his actual words.

11. The complainant's statement should be as concise and brief as possible, but must necessarily contain descriptions of unknown offenders and identification marks of the stolen property to the extent to which these particulars are available at the time of framing the report.

12. The word "*waghera*" (etc.) should never occur in a F.I.R. otherwise there is a constant danger of the credibility of this important documentary evidence being challenged and impeached in court.

13. Omissions of handy and available informations in the first reports, though mentioned in the first case diary, are not infrequently treated as an after-thought and an otherwise strong case may fall through merely due to this flaw. So far as available, therefore, the important details regarding the identity of offenders and property shall necessarily be entered in the F.I.R. and not left for the case diaries, otherwise recoveries if any made subsequently, may fall short of proofs, as the case diaries cannot be referred to in court.

14. The first reports should furthermore make a clear distinction between the eye-witnessed and the hearsay portions of a statement, otherwise if the writing is ambiguous, the entire statement may be treated as hearsay and consequently rejected from admission in evidence.

15. The source from which an information has been obtained and the circumstances under which an informant or complainant has ascertained the identity of the offenders and witnesses, if any are named, must necessarily be mentioned in the first report.

16. A mention shall also be made in the body of the report of any delay which has occurred on the part of the informant in

bringing the report to the Police station, with convincing explanations which could be argued in court.

After completing the report, signatures or thumb impressions of the informant or the complainant, as the case may be, shall be obtained underneath his statement and the officer recording the report shall affix his own signatures at the end by way of attestation.

17. Below the report an endorsement shall be recorded under head “Karrawai Police” to show:—

- (a) the names of persons accompanying the informant, if any;
- (b) the steps taken by Police to initiate investigation or the reasons for not taking it up, if proviso *a* or *b* of sec. 151 J. C. P. O. (157 C.P.O.) is being brought into play;
- (c) the name of the investigating officer and if he is a subordinate, the reasons for the Station officer not taking up the investigation personally;
- (d) the fact of reading over the report to the informant;
- (e) the fact of supplying a certified copy to the informant;
- (f) in case of a special report, the names of the special messengers employed to carry the report to the various officers mentioned in para 21 or the fact of its being transmitted by means of telegraph or telephone.

18. Below this endorsement the complainant's signatures shall be obtained again in token of his having received a copy of the report and of the contents of the report having been admitted correct by him.

19. On reverse of the leaf, the record of the case diaries shall be indexed in the appropriate columns and tallied with the index of case diaries, below which particulars of the final report shall be detailed as follows.—

COLUMN 1 shall show the date of the final report or the challan, as the case may be.

COLUMN 2, the names of prosecution witnesses cited in the challan.

COLUMN 3, the names and brief particulars of the accused persons.*

COLUMN 4, the details of property including weapons sent with the challan.

20. Below this statement, the final result of the case shall be tabled in 3 columns as under:—

COLUMN 1, shall show the date of receipt of challan in court,
COLUMN 2, the section of law and the punishment awarded,
COLUMN 3, the name of court and the date of order; orders passed in appeal or revision being shown in red.

21. Every officer-in-charge of a Police station shall as soon as possible, after he receives information of the commission within his jurisdiction, of an offence defined below, submit in the form prescribed in the appendix a special report to his circle Inspector, divisional Superintendent and the Inspector General of Police provided that if a first information report containing the same information has been framed and sent with equal despatch, no separate report need be sent to the Superintendent, though copies for the circle Inspector and the Inspector General shall be sent in either case:

- (i) murder cases,
- (ii) all, except purely technical, dacoity cases,
- (iii) cases of robbery under arms,
- (iv) appearance of dacoit gangs,
- (v) loss and recovery of arms and ammunition of foreign manufacture, special care being taken in the case of revolvers, pistols and rifles of high bore,
- (vi) counterfeiting coins,

*The name of a suspect if any shall be recorded in red in this column and reproduced in the accused's column on termination of the investigation on the top page. If any intimation sheet has been issued in respect of a suspect, the number and date of such sheet shall be quoted below the name of the suspect.

- (vii) forgery of currency notes and stamps,
- (viii) cases involving disputes between neighbouring States or Thikanas,
- (ix) cases involving complaints against tazimi sardars,
- (x) serious complaints against Police,
- (xi) cases of escape from Police custody,
- (xii) cases of obstruction and resistance to and assaults on public servants, particularly Police officers,
- (xiii) cases of sedition and important political movements and meetings including arrival, departure and sojourn of political agitators,
- (xiv) collisions between Europeans and Indians and between the local residents of State and outsiders,
- (xv) collisions between two communities or sects of His Highness' subjects, particularly Hindus and Mohammadans and important communal movements and meetings including arrival, departure and sojourn of religious leaders.

22. Special reports or the first information reports sent in lieu thereof shall be enclosed in red envelopes.

23. Officers-in-charge of Police stations shall be held responsible for communicating special reports with the quickest possible despatch to the circle Inspectors, Superintendents and the Inspector General. In more serious cases they may make use of telegraph and telephones where available.

24. All steps and proceedings taken by Police in connection with a case under Police investigation shall be recorded day to day in an authenticated diary maintained under section 165 J.C.P.C. (172 C.P.C) called the case diary otherwise known as zimny.

25. Each case diary shall be started with the name and rank of the officer framing it followed by the number and date of the last diary submitted in the case. In case of first diary it shall

be written in continuation of the F. I. R. without, however, repeating what has already been stated in that report.

26. Each para of a case diary shall be written at the exact time when the work mentioned therein is actually carried out and the diary closed at the scene of investigation from where the original shall be directed to the Police station for transmission to the Superintendent. The copy obtained by carbon process shall be retained and the file made thereof sent to the Prosecuting officer with the Police report framed under section 160 J.C.P.C. (167 C.P.C.), 163 J C P C. (170 C.P.C.) or 166 J.C.P.C. (173 C.P.C.) as the case may be.

27. If during the same day more than one diary have been compiled, *i. e.* one by the officer engaged on the spot and others by officers carrying on investigation in different directions and places, the diary prepared by the officer on spot shall bear the next serial number and others, letters of alphabet suffixed to the said number.

28. The record of case diaries shall be arranged in separate files by cases in their serial order. Each file shall bear an index showing number of leaves, dates of compilation and names of compiling officers, corresponding to the index of case diaries drawn up on the back of the F. I. Rs.

29. Incomplete charge sheets are sent in important cases in which investigation has not been completed within the prescribed period of three days allowed under section 50 J.C.P.C. (61 C.P.C.) or within the period of a remand obtained under section 160 J. C. P. C (167 C. P. C) as the case may be. In either case, the accused person, if in Police custody, shall be sent with the incomplete charge sheet and the Magistrate requested to record the available evidence, before the case is remanded or adjourned further.

30. The form prescribed for charge sheets shall be employed for writing out the incomplete charge sheets. In cases sent up

with incomplete charge sheets, a note shall be given in the concluding para of column 7, saying that the investigation continues and further evidence will follow in due course by means of a subsidiary challan.

31. In a case which has been registered at another Police station by reason of the jurisdiction question, or which has been found on enquiry to be false, non-cognizable or of a civil nature, a final report known as "*adamwaku*" shall be sent under section 166 J. C. P. C. (173 C. P. C.) for cancellation of the case. In the former circumstances the Superintendent in charge of a division is competent to pass the final orders, but a case which is being cancelled for reasons other than the jurisdiction question must essentially go to the Magistrate having jurisdiction for his final order before the investigation is finally closed.

32. If an investigation, after admission of the offence fails to bring the charge home upon any person and no prosecution is under contemplation, the case shall be suspended and a final report known as "*adampata*" drawn up and submitted to the Magistrate having jurisdiction, through the Superintendent concerned.

33. The form which has been prescribed in the appendix for final reports shall be common for both the untraced and the cancellation cases. The headings of this form are sufficiently clear and can easily be filled in from the case files. In column 8, detailed reasons shall be recorded for dropping the investigation in case of a cancellation report and for suspending it, in case of an untraced report. In the latter case the name of suspect if any shall also be mentioned in the body of the report with a precis of facts which form the grounds of suspicion.

34. Charge sheets are submitted in traced cases sent up in court under section 163 J. C. P. C. (170 C. P. C.) or 166 J. C. P. C. (173 C. P. C.). The name of the complainant shall be shown in the first column, the name of an

absconding accused person or an accused person not sent up for trial in the second column, the former being shown in red ink; the name of an accused person sent under custody in column 3, if on bail or recognizance in column 4; details of property in column 5 and the names of witnesses in column 6, with brief references given to the material points on which each witness is required to depose, for instance, evidence of "fact" or "connected fact" or "corroborative" or "circumstantial" evidence, as the case may be. In the last column which is intended for the finding of Police, the officer compiling the challan shall make a full but a guarded report without disclosing the methods of investigation. The safest way of writing out this column is to give a brief precis of the F. I. R. followed by the words "from the investigation made, the accused persons mentioned in column 2, 3 and 4 have been found responsible for the offence in question"; adding in the case of an absconding accused person, that the individual named in column 2 is evading arrest against whom action under section 398 J. C. P. C. (512 C. P. C.) may be taken. At the end of the report, a note regarding finger-print slips, if any have been sent to Bureau and previous convictions, if any are on record, shall be recorded in the concluding paragraph and attention of the Prosecuting officer drawn to the provisions of section 63 J.P.C. (75 I. P. C.) as otherwise a case sent up against a previously convicted criminal may go to Magistrate whose powers are limited and inadequate for awarding enhanced punishment provided under this law.

35. In cities and towns where any of the local and special laws, municipal bye-laws or section 29 of the *Petty offences register.* Jaipur Police Act (34 I. P. A) have been extended, a register of petty offences shall be maintained in two parts; part I for road offences and part II for non-cognizable offences including cases under security sections of the C. P. C. and sections 3 and 4 of the J. G. A. (4 and 5 G. A. J.) which

have been dealt with by the local Police. In rural thanas however, where no such law is in force only part II shall be maintained for record of non-cognizable cases and cases instituted for vagrancy and bad livelihood.

36. Part I shall include particulars of road offences under the motor act, hackney carriage act, stage carriage act, municipal bye-laws and section 29 of the J. P. A. (34 P. A.).

Part II shall be sub-divided into four sub-parts and shall contain:—

- (i) the particulars of cases under sections 3 and 4 of the J. G. A. (4 and 5 G. A.),
- (ii) the particulars of cases under sections 107 J. C. P. C. (109 C. P. C.) and 108 J. C. P. C. (110 C. P. C.) and reports sent up under section 139 J. C. P. C. (145 C. P. C.),
- (iii) the particulars of non-cognizable cases investigated by Police under the special authority of section 149 (2) or 194 J. C. P. C. (155) (2) or 202 C. P. C.
- (iv) the particulars of cases under section 171 J. C. P. C. (182 C. P. C.) taken up on Police complaints.

37. Each part shall be divided off in the following columns:—

COLUMN 1, showing the section of law offended against,
 COLUMN 2, the place and time of occurrence and substance of information,
 COLUMN 3, the name of the complainant,
 COLUMN 4, the name of the accused person,
 COLUMN 5, the date and time of report,
 COLUMN 6, the names of witnesses and details of property, if any,
 COLUMN 7, the fact whether the accused person has been sent under custody or on bail or personal bond,
 COLUMN 8, the final action and the final-order,

38. The register shall be taken to court whenever road offences are dealt with and prosecuting officer's signatures obtained in the last column by way of attestation of the court's orders reproduced therein

39. The Station diary is intended to show by hours and half hours the duties performed by Police and the occurrences reported to them during the day. Each diary shall be started with a report showing the names of accused persons confined in the thana lock-ups as well as those on bail or recognizance and closed with a report showing the balance of money in hand and the papers and files being sent per dak. The following matters among others shall necessarily find place in this diary under distinct reports :

Book No. 2.
Daily Diary

- (a) the departures and arrivals of Police officers, written compulsarily in the handwriting of the Police officer concerned; if illiterate, thumb impression shall be obtained at the end of the report;
- (b) the visits to Police station of the members of criminal tribes, and the surveillances under section 452 J. C. P. C. (565 C. P. C.);
- (c) the arrivals at and departure from Police station of persons under custody and their removal from and admission to thana lock-ups, although such removals may be only temporary;
- (d) the admission to and removal from the store-room of cash and property;
- (e) the receipt of summonses, warrants, and other court processes and their despatch after service;
- (f) the receipt and despatch of dak;
- (g) the substance of cognizable offences as required by the provisions of section 148 J. C. P. C. (154 C. P. C.) with a reference of the number of the F. I. R. concerned;

(h) the reports of non-cognizable offences as required by the provisions of section 149 (1) J. C. P. C. (155 (1) C.P.C.) which shall be written in full in the first person and signed by the report-makers.

Every Monday a list shall be given in red ink of all papers pending for over a week.

Every Saturday a note shall be recorded in this diary stating the result of the store-room inspection held weekly by the Station officer.

Any day between the first week of every month, a note shall be recorded in red ink stating the result of the office inspection held monthly by the Station officer.

The diary for the first day in a month shall furnish a list of cases pending investigation.

The diary for the last day in a month shall furnish a statement showing the number of summonses, warrants and other court processes remaining unexecuted at the end of the previous month; received and executed during the current month and the balance in hand at the end of the current month.

40. The diary shall be maintained in duplicate, the original being forwarded to the Superintendent day to day, and the copy obtained by carbon process retained in the register as the Thana record.

41. The diary shall be pencil written as at present but the signatures of report-makers, for instance, in (a) and (h) above, must always, be in ink and necessarily on both the leaves *i.e.*, the foil and the counter foil.

42. In filling the column of "time of report" care shall be taken that the time recorded is as far as possible exact, otherwise occasions may arise when want of care in recording the correct time of a report may spoil a case by helping the criminal to prove his presence at that hour in another place.

43. All clocks at Police stations and reporting Posts shall be set to local time and references given in the daily diary and the first information reports timed therefrom. The time of a report shall be the exact hour and minute when a report is started to be written and not the time when it has been written up.

44. Whenever a non-cognizable offence is registered in this diary, a certified copy of the report concerned shall be supplied free of cost to the report-maker.

45. Additional copies of reports recorded in a daily diary may be supplied on application, and on payment of the prescribed copying fee, to the report-makers only; applications received in this behalf from persons other than a report-maker or a complainant, shall not be entertained.

46. The copying fee shall be assessed at the scale in force in the criminal courts; the copyist's share being paid to:—

- (a) in case of the C. P. O., to the vernacular clerk employed to do the copy and the Sarishtedar who has compared and certified it to be correct, in a proportion of 2 : 1,
- (b) in case of a Superintendent's office, to the vernacular clerk and the Superintendent's reader, in the same proportion;
- (c) in case of a Police station or a reporting Post, to the moharrir of the Thana or the head-constable in-charge of the Post, as the case may be. Both these officers being competent to give "true copy" certificates of their own authority, the copyist's dues will not be shared by any other officer in the case of a copy issued from a Police station or a reporting Post.

47. The file of standing orders is a permanent record maintained at every Police station for the guidance of the Police station staff. Such of the orders as are issued by the Inspector General shall be kept in the main

Book No 3
Standing orders.

file and all others in a separate bundle. The orders received during the year shall be divided of in an index in which each order shall be entered as it is received.

The Superintendents in-charge of divisions shall revise or cancel obsolete orders annually in September every year, sending intimation of the changes effected to the Police stations under their control.

48. Such of the standing orders as are of frequent use and are not very lengthy in context shall be copied out separately and exhibited on boards at every Police station.

49. The absconders' register is a permanent record of accused persons concerned in cognizable cases, whose whereabouts are not known and against whom there is sufficient evidence to justify their arrest.

50. The absconders' register shall be maintained in three separate parts :—

- PART 1, showing the names of absconders in home cases,
- PART 2, the names of absconders in outside cases,
- PART 3, the names of deserters from the Army and the Police.

In all the three parts, entries regarding residents of home Police station shall be made in red ink.

51. All fresh entries in this register shall be made at the time of framing the charge sheets concerned, when all reasonable efforts made for the apprehension of absconding accused persons have failed and action under section 398 J. C. P. C (512 C. P. C.) has been finally decided upon.

In cases reported from outside it shall be the prerogative of the divisional Superintendents to decide whether an entry shall be made in the local absconders' register.

52. As soon as an absconder or a deserter has been arrested, or a case sent up under section 398 J. C. P. C. (512 C. P. C.) has failed in court, the name concerned shall be struck off the

register, and the date of arrest or of the decision of court, as the case may be, entered in the remarks column by the Station officer personally.

53. The register of proclaimed offenders is a record of absconding accused persons concerned in
Proclaimed offenders' register. cognizable cases against whom proclamations have been made by a criminal court under section 77 J. C. P. C. (87 C. P. C.)

As soon as proceedings under section 398 J.C.P.C. (512 C P.C) have been instituted and action under section 77-78 J. C. P. C. (87-88 C P. C.) started which must essentially follow, although there may be no property available for attachment, a note to this effect shall be made against the name concerned in the absconders' register and if he is a resident of the home jurisdiction, a history sheet will be forthwith started simultaneously with the registration of name in books 10 and 11. The name shall then be brought on the proclaimed offenders' register and list both in the Thana and the Superintendents' offices.

54. In case he is a resident of a foreign jurisdiction, a notice shall be forwarded to the Station officer of the Police station concerned; if in the same division, this intimation shall be sent direct, and a copy forwarded to the Superintendent of the division, otherwise it shall pass through the Superintendent of the reporting division and the Superintendent of the home Police station.

55. On receipt of this notice, the Station officer of the home Police station shall make the necessary entries in his absconders' register, proclaimed offenders' register, proclaimed offenders' list, surveillance register and register 11, and shall forthwith start a history sheet if one does not already exist, while the Superintendent of the home police station will register the name in his divisional register and list of proclaimed offenders.

56. If a case sent up under section 398 J. C. P. C. (512 C. P. O.) fails in court, the name of the offender shall forthwith be struck off this and other registers and lists both at the home and the reporting Police stations and the Superintendents' offices and all measures and efforts in operation for his apprehension at once dropped and ceased, unless it is desirable for any other reasons to trace and watch him.

57. Whenever a proclaimed offender is arrested or a name is removed from the register, intimation shall be sent forthwith to the Police Station of which he is a resident and the Superintendent of the home Police station. On receipt of such intimation, a note shall be made in the absconders' and the surveillance registers at the home Police station of the date and place of arrest, and the name struck off the absconders', proclaimed offenders' and the surveillance registers and proclaimed offenders lists both at the home Police station and in the office of the home division; and the history sheet and personal file destroyed unless otherwise ordered.

58. Detailed lists of local proclaimed offenders duly written to date, shall be hung up at all Police stations and divisional offices both at the entrance gates and inside the office rooms.

59. Every Superintendent shall, early in September each year, carefully revise his divisional list of proclaimed offenders and omit therefrom after consultation with the Superintendent of divisions in which such persons were proclaimed, the names of persons accused of trivial offences or concerned in cases in which owing to lapse of time or other causes, sufficient evidence is not forthcoming nor procurable.

60. Due intimation of such omissions shall be sent to the officers-in-charge of the Police stations concerned through their respective Superintendents.

61. After revision, a revised copy of the divisional proclaimed offenders' list shall be sent to the C. P. O. by the end of September every year, showing the names and particulars of

offenders arrested during the previous year; and names and particulars of offenders still at large with details of steps taken for their apprehension during the preceding year.

62. The correspondence register is the receipt and despatch book of a Police station maintained in the form prescribed in the appendix. The entries regarding summonses and warrants shall be made in red ink for purposes of ready reference and facility in the preparation of annual statistics. All other entries shall be made according as the columns require and when an entry is made in the receipt columns, the corresponding despatch columns shall be left blank for the reply and *vice versa*.

63. The following lists shall form part of a thana record :—

Book No. 6
Miscellaneous lists

- (i) list of candidates for employment whose character, verification rolls have been dealt with by local Police,
- (ii) list of names of persons on security under sections 105, 107 and 198 J. C. P. C. (107, 109 and 110 C. P. C.),
- (iii) inventory of stray cattle with complete description of each animal,
- (iv) inventory of stolen property remaining unrecovered, with complete description of each article,
- (v) inventory of unclaimed property, with complete description of each article,
- (vi) copies of reports drawn up in cases of sudden and unnatural deaths, investigation whereof has been conducted under section 167 J. C. P. C. (174 C. P. C.)

64. This book shall be maintained in separate parts as follows :—

Book No 7
State property and
employees register.

- (i) names of villages, patels and chowkidars,
- (ii) names of Police officers attached to the station,
- (iii) list of state property on charge at the Police station.

65. The criminal tribes register is a permanent record of all male members of the criminal tribes settled permanently in the jurisdiction of a Police station. Part I is intended to contain the names and particulars of adult members and part II their boys, below the age of 12.

The Inspector-General has been appointed by law as the registration officer of the State in respect of all such tribes. The powers of registration vested in him under the C. T. A. have since been delegated to divisional Superintendents of Police in respect of the members of such tribes residing in their respective divisions.

The divisional Superintendents shall be responsible to see that no member of a criminal tribe escapes registration.

The Superintendents in-charge of divisions shall during their periodical inspections of Police stations and village tourings comment on the adequacy or otherwise of the means of livelihood of all persons registered in book no. 8, and draw-up recommendations for the grant or withdrawal of exemption passes, which they shall submit with their quarterly inspection reports. At the end of each year, they shall submit a consolidated report on the sections of Mina tribe residing in their respective divisions, stating how each section has behaved during the year under report and noting on any favourable prospects which may be available for settling the more promising sections or likely individuals amongst them to a peaceful and honest livelihood. Any section or class or a complete personnel of a family or a sub-caste found behaving as a whole, during the year under report, will be considered for elimination from this register provided that the reports regarding them received during the two previous years have been equally favourable and not more than 5% of the total number of adult male members of such section, class, family or sub-caste are previous convicts under the Penal law, the offence of mere absence being excepted, nor any of their convictions are

dated within the last ten years. Members of a section, class, family or sub-caste remaining steadily quiet with clean hands for over a year will ordinarily be granted provisional exemption passes simultaneously, and will be considered on probation for two years, at the end of which period if they continue to be well reported on, without any exception and the percentage of previous convicts amongst them does not exceed the prescribed limit, nor any of their convictions is dated within the last ten years, they will ordinarily be liberated, as a class, at the discretion of the Durbar; in the other case, if any fresh complaints have been received against one or more of them, during this probationary period, the rare concession of "uplift from the criminal tribes", will be forfeited and grants of exemption passes considered separately in the light of individual merits, in accordance with the rule next following.

Cases for grant of individual exemption passes will be dealt with quarterly on receipt of Superintendent's inspection reports of police stations, or whenever a particular individual has been specially recommended for this privilege.

Ordinarily every exemption pass will bear a time limit and will in the first instance be issued provisionally for a term of two years or less. If a pass-holder continues to be reported on favourably throughout his probationary period, a permanent pass will ordinarily be issued at the end of 2nd year of his probation. In more deserving cases, however, a permanent pass may be issued at the very outset at the option of the Inspector General of Police.*

*Between this and May 1933 when the first edition of the Jaipur Police Guide was issued, detailed information regarding the local criminal tribes has been collected in all parts of the state, by an enquiry committee headed by the Dy-Inspector General. As a result of this enquiry many new registrations have been made and many exemptions granted from the operations of the criminal tribes Act. Two Settlements have been created by way of experiment at village Dhibru in Police station Todaraisingh, for the local Sansis, and at village Kho-ka-bass in Police station Sanganer for a small section of Minas. At both these places, a sufficient area of cultivating land has been allotted free of cost and advances granted on 'Tukam' system for construction of residential huts and purchase of bullocks and farming implements; while

66. This book is maintained village-wise as a permanent record of crime and criminals and is made up of five separate parts as follows:—

Book No. 9
Village crime book.

PART 1, showing population, area, number of houses, revenue, principal castes and tribes, market days, fairs and festivals and notes on village community,

PART 2, crime committed in the village,

PART 3, crime traced to the village,

PART 4, confidential note book of the village,

PART 5, conviction register of the village.

67. This part of the register is intended to deal with matters of general character. The entries regarding the village particulars, the first three items shall be revised after every census and shall not be altered till figures of the next census are available. The necessary corrections in other items shall be made whenever a change is notified in the state gazette.

68: Part 2 is meant for a systematic record of the crime committed in the village. All cases registered in book 1 of the Police station shall be entered in this part in order of the dates of report. The

adequate watering arrangements have been provided for, from the state wells and canals. A Police post manned by a specially selected officer and 8 men has been located at village Dhibru, while the charge of Kho-ka-bass Settlement has been entrusted to Sangner Police station, which is otherwise light worked and has been reinforced further, to cope with this work. Two more reformatory settlements are under contemplation at Mina villages Nayabas and Bagawas where also strong Police posts will be located for regulating the necessary arrangements including surveillance of the interned families. If the scheme proves a success similar measures will be tried at other important centres of Minas, which is the predominating criminal tribe here, representing an appreciable proportion of the entire population of the state. Those on the register number 12421, while 958 are still at large. Out of the registered lot, 223 are absent, 2951 have been exempted from the operations of criminal tribes act and 9247 are on the roll call registers.

The other tribes, which have been brought under the criminal tribes act in the state are Kanjars, Bawarias, and Sansis, who stand in microscopic minority in comparison with the voluminous number of Minas. The total number of Sansis settled in the state territory is 438, of Bawarias 156 and of Kanjars 115, out of whom 66, 28 and 20 respectively are absent and untraced, 24, 50 and 11 respectively hold exemption passes and the rest are on roll call registers, representing a combined total of 510 for all the three tribes all told, as against the large number 9,247 of Minas.

numbers of F. I. R. shall be quoted in column 1 and the dates of occurrence, sections of law, lists of property stolen and recovered, names of accused and suspected persons and the final results of cases entered respectively in column 2 to 7; suspects being shown in red ink. The column of result shall be left blank till the charge sheet slips have been received after disposal of appeals or expiry of appeal periods and shall be filled in with the words 'saza', 'riha', 'bari', 'adampata', or 'adamwagua', as the case may be.

69. Part 3 read with part 5 is meant to serve the purpose of a complete index to the criminals of a village and is intended to show all offences committed in or out of the village which have been brought home on its residents. The term "crime traced to village" as used above is held to mean only the specified offences mentioned in the appendix in which reliable suspicion has rested on a named resident of the village whether the case occurred in the village itself or not. When a case made up of one or more of the scheduled offences remains untraced or fails in court or an information sheet in respect of a similar offence is received from another Police station, the particulars of the case concerned shall be forthwith copied in this register. In local cases, if a resident of the village of occurrences has been suspected, his name shall be registered simultaneously in book 9 (2) and book 9 (3) of the same village; if of another village in the same jurisdiction, in book 9 (3) of the village of residence and in book 9 (2) of the village of occurrence. If, however, he belongs to a village outside the jurisdiction of the reporting Police station, the case shall, after being registered in book 9 (2) be reported by means of an intimation sheet issued from book 12 to the home Police station, where it shall find place in the local Book 9 (3).

70. When an intimation sheet has been received from another Police station, it shall be copied in book 12-A and forthwith

brought on register 9 (3). An intimation sheet received under head '*ajnabi mushtaba*' shall not, however, find a place in this or any other book of the Police station except book 12-A.

71. The confidential note book is an important record intended
Part 4. to deal with informations of permanent
The confidential notebook character and matters of more than passing interest, such as party feelings, political and communal movements, system of patrols, periodical fairs, festivals and processions and activities of criminal gangs in a village. Every Station officer shall record in his own handwriting, detailed notes separately for each item, with a view that his successor in the office of the Station officer may find sufficient guidance therefrom

72. This book is intended to show all convictions awarded
Part 5. against local residents and is maintained as a
The conviction register. permanent record of the previous convicts residing in the jurisdiction of a Police station. The conviction register, though a part of the village crime book, shall not be kept village-wise; the entire record shall be bound in one register generally known as *register-i-sazayabi* and maintained as follows:—

- (a) on the first page shall be entered in alphabetical order, a list of the towns and villages within the jurisdiction of a Police station. When in any town or village the number of convicts exceeds 100, an alphabetical index shall be maintained on the first page allotted to such town or village; the serial number of each town or village, known as "*dehi number*" being entered on the left and reference to the pages allotted to it on the right,
- (b) as many pages as may be necessary shall be allotted to each town and village in their alphabetical order,

- (c) every conviction shall be entered in the pages allotted to the town or village in which the person convicted commonly resides,
- (d) at the end of the register, a sufficient number of pages shall be allotted for the names of offenders whose residence can not be traced, or who though residents of a foreign territory, commonly frequent the local jurisdiction,
- (e) when two or more offenders are convicted of jointly committing one and the same offence or of separate offences committed about the same time and in the same neighbourhood, and there is reason to believe that the offenders acted in concert, cross references shall be given in this register drawing attention to this fact,
- (f) when a conviction is entered against a previous convict, a figure representing the total number of his convictions, past and present, shall be shown in red ink below the serial number,
- (g) where the place of occurrence is not the convict's residence or where a history sheet exists for a convict, the name of the village of occurrence or the number of the history sheet, as the case may be, shall be entered in the remarks column,
- (h) all entries shall be made by, or under the immediate supervision of the officer in-charge. If any entry has been made during his absence it shall be signed by him immediately after his return to the Station house.

73. The surveillance register is maintained as a permanent record of hard criminals classed as bad characters, residing in the jurisdiction of a Police station.

74. The surveillance register shall contain names and particulars of local bad characters with grounds of registrations and

removals recorded respectively in columns 7 and 9 and shall be maintained in two parts sub-divided as follows:—

PART 1—(a) showing the names and particulars of persons who have been proclaimed under sec. 77 J. C. P. C. (87 C. P. C.),

(b) convicts released conditionally under the provisions of sec. 317 J. C. P. C. (401 C. P. C.),

(c) surveillees under sec. 452 J. C. P. C. (565 C. P. C.),

PART 2—(a) showing the names and particulars of habitual offenders who are repeatedly suspected in cognizable cases, and of receivers of stolen property, whether or not previously convicted,

(b) persons under security for good behaviour,

(c) persons convicted twice or more of offences defined in chapter XII and chapter XVII of the Penal code or of offences specified in the appendix.

75. No entry in this register shall be made, altered or cancelled excepting under the written orders of a Gazetted officer. When it is no longer required to retain a name in this register, it shall be cancelled and signed by or under orders of the Superintendent, who will record reasons for the removal of name.

When a name entered in one part of the register is proposed to be taken to another e.g. a surveillee under sec. 452 J. C. P. C. (565 C. P. C.), a convict under conditional release, or a person bound down under sec. 107 or 108 J. C. P. C. (109 or 110 C. P. C.) who has allowed the fixed term to pass without reforming his character or a proclaimed offender who has surrendered or is arrested after committing more crime during his flight or a criminal adding more convictions to his previous record, the fact shall be referred to the Superintendent who will pass suitable orders, after making any enquiry he deems fit.

All entries regarding registration and removal of names shall if not made personally by Superintendents, be signed by them during their periodical inspections of Police stations.*

76. Police surveillance, as used in relation to convicts released under sec. 317 J. C. P. C. (401 C. P. C.) or 452 J. C. P. C. (565 C. P. C.) shall comprise of such close watch over their movements as may be practicable for the local Police, patels and mukhias to exercise without causing any illegal interference or restraint.

When at the time of passing a sentence or releasing a convict under specified conditions, a court also directs respectively under sec. 452 J. C. P. C. (565 C. P. C.) or 317 J. C. P. C. (401 C. P. C.) that the residence of a convict shall after his release, be notified for a term specified in such order, such person shall comply with and be subject to the rules next following, unless otherwise directed in the order.

(i) Every convict released under the circumstances enumerated above, in regard to whom an order has been passed under sec. 452 J. C. P. C. (565 C. P. C.) or sec. 317 J. C. P. C. (401 C. P. C.) shall, not less than 14 days before the date on which he is entitled to be released, notify to the officer-in-charge of the jail, of the place at which he intends to reside after his release,

(ii) Whenever any released convict intends to change his place of residence from the place in which he intended to reside, to any other place, he shall notify the fact of such intention and the place at which he hereafter

*The surveillance register of a Police station is a confidential record falling within the category of "unpublished official records of the state" and is protected by the legal provisions of secs 119 and 121 of the Jaipur Evidence Act (123 and 125 I. E. A.). Consequently no person is permitted to give evidence derived from this record except with the previous permission of the head of the department nor can a court compel its production without such permission.

intends to reside, not less than 24 hours before he so changes his residence, to the officer-in-charge of the Police station within the jurisdiction of which he resides at the time when he notifies his intention to change the residence,

- (iii) The officer receiving a notification to this effect shall appoint such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his residence in such place within the period so appointed, he shall, not later than the day following the expiry of such period, notify his actual place of residence to the officer-in-charge of the Police station within the limits of which he is residing,
- (iv) Every released convict shall, within 24 hours of his arrival at the place of residence, notify the fact of such arrival to the officer-in-charge of the Police station within the limits of which such place of residence is situated.
- (v) Every notification shall be made by the convict personally at the Police station; provided that, if from illness or other unavoidable cause, any released convict is prevented from making a notification required by these rules personally at the proper Police station, he may do so by written communication addressed to the officer-in-charge or may present himself at the nearest Police station or Post and demonstrate his inability to the officer-in-charge of the said station or post. The communication or the verbal representation shall state the cause of his inability to attend the proper Police station in person, and shall, before it is sent to the Police officer concerned, be attested by a patel, mukhia or other village officer *e. g.*, a Patwari or a Taluqedar, unless it is a verbal representation.

- (vi) An absence of one night or more will be considered to constitute a change of residence except when the absence is due to a summons issued by a civil, criminal or a revenue court, or a writ or order issued by a Police officer or other competent authority,
- (vii) In cases in which at the time of notifying a 'change of residence' a released convict reports his intention to return to his existing residence within a period of one month, such change shall be termed 'temporary change of residence,
- (viii) When a Superintendent receives an intimation from the officer-in-charge of the Jail, of an intended place of residence, he shall atonce forward a copy thereof to the officer-in-charge of the Police station within the jurisdiction of which such place is situated and this officer shall immediately on the arrival of the released convict, report the date thereof to the Superintendent,
- (ix) When a released convict notifies a change of residence or a temporary change of residence to the officer-in-charge of a Police station, the particulars of change shall be reduced to writing in the form given in the appendix and sent to the Station officer to whose jurisdiction the change is intended to be made, a copy of the same being delivered to the convict himself. The latter officer, on arrival of the released convict, shall fill in column 6 and return the form to the Police station from which it was received. If, however, the residence is of a temporary character, the Station officer will retain the form until the convict reports his departure, when column 7 will be filled in and the form returned to the Police station of issue,

- (x) On arrival at the Police station within the jurisdiction of which his new residence is situated, the released convict shall forthwith produce his copy of the form and get the date of his arrival entered in column 6. In case of a permanent change of residence, his copy will be returned to him at once. In case of a temporary change of residence, it will be kept until the date of departure is reported, when column 7 will be filled in and the copy returned to him for being made over the officer from whom he had originally obtained it,
- (xi) In the event of a convict failing to abide by one or more of these rules, the Station officer concerned shall report the matter to his Superintendent and the latter shall, if satisfied with the report, direct the institution of criminal proceedings under sec. 165 J. C. P. C. (176 C. P. C.) against such convict.
- 77.** A history sheet is the personal record of a person who is notoriously of bad livelihood and whose movements are required to be watched.
- History sheet.

The top page shall contain notes regarding the bad character's relationship, association and ostensible profession, recorded on the first half of the page and his previous convictions which are on record in book 9 (5) tabled on the lower half. The next page shall contain a brief history of the individual, stating how he fell into criminal life and how he developed his criminal character. This will be followed by entries made time to time regarding the mode of his life including particulars of cases in which he is convicted or suspected, periods during which he has remained absent, and other matters of more than passing interest affecting his character *e g* a design to commit crime, harbouring a criminal, trafficking in women, engineering of cases, interference in Police investigations, defiance of Public authority more especially the Police, acts of moral turpitude including gamblings

drinking and molestation of women, acts of violence and such other acts of endangering public life and property and of disturbing public order and peace, as are believed to be menace to civic life and have been brought home upon him by reliable suspicions.

78. A history sheet shall be opened for every person whose name is entered in the surveillance register.

A history sheet may be opened by, or under the written orders of a Gazetted officer of Police for any person who, though not a registered bad character, is reasonably believed to be addicted to crime or to be an aider or abettor of criminals.

Except in case of oral suspicions, every bad entry made in a history sheet shall be supported by a reference to the report on record in the daily diary or the first information register, as the case may be.

All entries regarding proclaimed offenders shall be made in red ink.

The residence of each history sheet shall be visited by the local Police as often as possible. The results of such partials shall be incorporated in the sheets at least quarterly in case of bundle B and monthly in case of bundle A sheets. The partial indexes shall be filled in immediately after each partial is carried out, and shall be detached from the history sheets and appended to personal files at the end of every quarter.

79. The record of history sheets shall be kept in two separate bundles as follows :—

BUNDLE A—containing history sheets of persons whose names are entered in the surveillance register.

BUNDLE B—history sheets of persons whose names are not entered in the surveillance register and which have not been removed to personal files.

80. In each bundle, the history sheets of each village shall be kept in a separate cover on the inside of which a list shall be maintained of the sheets pertaining to the village with their index

and serial numbers.

81. The Gazetted officers and circle Inspectors shall personally check the entries in history sheets by local enquiries made during their inspections and village touring.

82. The history sheet of a person who is no longer addicted to crime may be transferred to his personal file, under the orders of a Gazetted officer.

83. The history sheet and personal file of a person, who takes up his residence permanently in the jurisdiction of another Police station, may be transferred to such Police station, under the orders of a Gazetted officer. If a history sheeteer lives in one jurisdiction and frequents another *e.g.* a smuggler, a railway thief or a railway pick-pocket or who keeps two or more houses in different jurisdictions or passes most of his time with a friend or relation living in a jurisdiction different from the one in which his own residence is situated, two history sheets may be maintained for the same person, if so decided upon, by the Superintendent or Superintendents in charge. In such cases, the sheets shall be exact copies of each other both being treated and classed as originals. The officer making an entry shall supply a true copy to the other Station house, quoting the serial number of the entry and *vice versa*. The two officers shall compare the entries of their respective copies at the inter-district meetings held periodically between Police officers of different jurisdictions.

84. The history sheet and personal file of a person who dies shall be destroyed after the Superintendent has personally verified the death

85. A personal file is a record of original papers pertaining to a person whose history sheet has been started, or whose conduct in life requires that a record shall be kept. A personal file shall be maintained for each person, for whom a history sheet has been opened or who is reasonably believed to be of a suspicious character and shall

consist of bad character rolls, information sheets and other incidental papers which shall be placed on files in order of the dates of receipt; each paper being paged and indexed in the ordinary "file keeping" system.

86. The personal files of persons for whom history sheets have been opened shall be given the same serial numbers, as the history sheets and kept separately in three bundles as follows:—

BUNDLE I—containing personal files of persons whose names are entered in registered no. 10.

BUNDLE II—personal files of persons whose history sheets are maintained in bundle B.

BUNDLE III—personal files of persons whose history sheets are no longer in running and have been filed with personal files consequent on reformation of character or in case of proclaimed offenders, consequent on their arrest.

87. The personal files of persons for whom no history sheets exist shall be kept in a separate bundle known, as "bundle without number" with a general index made out according to dehi numbers, which shall be placed at the top.

88. To prevent undue accumulation of useless personal files, the Gazetted officer in-charge of a division may order destruction of the personal files of persons who have been of good behaviour continuously for seven years or more and the upkeep of whose personal files appears unnecessary.*

89. Upon receipt of information that a person who is under surveillance, is absent from his home or residence, the officer-in-charge of the home Police station shall send a bad character roll from this book, to the officer-in-charge of the Police station, to whose jurisdiction such person is believed to have gone.

90. The Station officer, receiving a bad character roll, shall

*The record of history sheets and personal files has been classed as "unpublished official record" within the meanings of sec. 191 and 121 of the J.E.A (123 and 125 of E.A.) and as such no evidence can be given in court derived therefrom except with the previous permission of the Inspector General of Police.

acknowledge its receipt and shall take steps to ascertain whether the bad character, in respect of whom the roll has been received, has arrived within his jurisdiction, and if so, shall arrange to have his movements watched.

On return of the bad character, the original roll shall be sent back to the Police station of issue, with a note of his movements detailed on its back; if instead of returning home, he moves on to the jurisdiction of another Police station, the roll shall be forwarded to such Police station and the same procedure followed.

91. When a roll is received back at the Police station of issue a note of any useful information recorded therein. shall be made in the history sheet and the roll filed with the personal file; the acknowledgement referred to above, being attached to the foil of the bad character roll.

92. This book is a permanent index of history sheets and personal files and is maintained in two parts at every Police station. part I shall contain the names of history sheeters in order of the dates on which each sheet is started and part II, their names according to the alphabetical order. The first four columns of part I shall show respectively the permanent number allotted to the history sheet and personal file; the name, parentage and caste of the bad character; the name of the town or village in which he commonly resides; and the date on which his history sheet was opened; column 5 shall mention whether the history sheet is in bundle A, B or C and column 6, the date of its destruction or transfer with initials of the Gazetted officer, ordering destruction or transfer, affixed in column 7.

93. A number once allotted to a history sheet shall not be altered on an inter-transfer from one bundle to another and shall not be re-allotted, until the history sheet is finally destroyed or permanently transferred to another Police station. In the event of a permanent transfer, the number allotted will fall vacant at

the first Police station and the Police station to which it has been transferred will give it one of their own vacant numbers. The same procedure shall be adopted when a history sheet is destroyed consequent on the death of a history sheeteer or on his continuous good behaviour for seven years or more. In either case, the number which has fallen vacant following a destruction or transfer shall be allotted to the next name coming up for entry in this register. Thus one number may be operated upon more than once and therefore sufficient space shall be left under each number to allow of subsequent changes being carried out conveniently on its re-allotment.

The index embodied in register no. 11 is intended only for such of the personal files, as bear history sheets either in bundle A, B or C. For other personal files, to which no history sheets have been attached, a separate index shall be maintained under rule 87 above, in the order of villages arranged according to *dehi* numbers. No separate numbers shall be allotted to the personal files which have no history sheets running in bundles A, B or C.

94. Part 2 of this register is only an alphabetical index of the names entered in part 1 and may be filled in according to the headings which are sufficiently clear.

95. Register no. 12 is a record of intimation sheets sent to other Police stations regarding residents of their jurisdictions. Two classes of intimation sheets are issued, one for persons suspected in specified cognizable cases and the other for suspicious strangers.

Book no. 12.
Information sheet
despatched.

96. If a person belonging to a foreign jurisdiction has been reasonably and reliably suspected in a local case, of committing one or more of scheduled offences and has not been challaned for want of proper proofs or having been challaned has been discharged or acquitted in court and the case against him has not been cancelled, an intimation sheet shall be unfailingly sent from this register to the Police station of his residence. Similarly in case of a

stranger who is found under suspicious circumstances, an intimation sheet shall be sent to the Police station of his residence or supposed residence under head "*ajnabi*". In either case, a separate form shall be employed for every person, although more than one person may have been suspected together in one case or found together under suspicious circumstances at one place. The necessity for separate forms is apparent, because eventually, in majority of cases, they form part of the personal files at their home Police stations, which are maintained individually for every suspicious and bad character.

97. An intimation sheet under head "cases" shall be issued as soon as the case concerned is closed and not at any intermediary stage of the investigation. The reply when received shall be copied on the back of the foil and sent back to the home Police station, for record in the personal file of the person concerned or for starting a new personal file, if none exists already. If the person regarding whom an intimation sheet has been issued, is found on enquiry to be of good character and the opening of a personal file is considered unnecessary, the paper, shall be retained at the Police station which issued the sheet and may be destroyed after the necessary note has been made in this register.

If the residence of a suspect cannot be traced, the papers shall be filed at the Police station of issue and the suspicion recorded in book 9 (3) of the village of occurrence.

98. This book is a record of the intimation sheets received from other Police stations. As soon as a sheet is received against a resident of the home jurisdiction, the case mentioned therein shall be forthwith registered in book 9 (3) of the village concerned and the contents of the sheet copied in book 12-A, whereafter a reply shall be sent to the Police station of issue, after making such local enquiry, as is deemed necessary for ascertaining facts regarding antecedents of the individual concerned. The Police

Book No 12-A
Information sheet
received.

station of issue shall retain a copy of this reply on the back of the foil, and return the original form to the home Police station for such action, as may be deemed necessary. If the suspicion entered in the sheet is sufficiently reliable, a personal file shall invariably be started forthwith unless one exists already. If the antecedents of a person who is reported through an intimation sheet are found on enquiry to be bad or the local records show one or more previous convictions or suspicions or both against him, a history sheet shall invariably be started in bundle B or bundle A, as appears necessary, acting on the general principle that men with one reasonable suspicion or conviction should have a personal file, with two, a history sheet in bundle B, and with more, a history sheet in bundle A.

99. This book is intended for remarks of Gazetted officers of Police on the general working of Police stations and Posts. The Gazetted officers during their formal and informal inspections of Police stations, Guards and Posts shall record notes in English in this book, specially with regard to matters which require immediate attention of the officers-in-charge. As Inspection reports take a fairly long time to reach Police stations, the Gazetted officers are strongly advised to leave notes in this book on all such matters as require a prompt compliance. The Station officers shall, after complying with the Gazetted officers' orders, record marginal notes in the book explaining the method and time of compliance.

The thana minute book is meant solely for remarks of Gazetted officers of Police and shall on no excuse be presented for remarks to officers of other departments, who may happen to visit Police stations.

100. This book is a permanent record of the formal inspections held by Gazetted officers of Police stations under their charge. Formal inspections shall be held quarterly and if for any reason, the Gazetted

Book No. 14.
Inspection reports.

officer-in-charge of a division is not able to visit a Police station in a particular quarter, he shall take the earliest opportunity of holding and completing the inspection within the ensuing quarter; on no account shall two consecutive quarters be allowed to pass without a formal inspection. In the latter case, the Superintendent shall prepare two tables of crime statistics instead of one, while his notes and remarks with regard to the state of crime and all other points and matters shall be common for both the quarters.

101. Below the figures of theft and burglary, which being the staple crime, form the basis of the Inspecting officers opinion in regard to working of Police stations, figures for the corresponding periods of the preceding year shall also be shown in red ink, (exactly as is done in the case of totals of the quarter's crime), so as to help the Inspecting officer in dealing with the subject of increase and decrease in crime.

102. Every Inspection report prepared by a Superintendent shall be forwarded to the Inspector General and shall bear a confidential note on the efficiency and character, particularly, the sense of honesty of the Station officer concerned and both his head constables. The note shall be enclosed in a separate sealed cover and the cover appended at the end of the Inspection report.

The quarterly inspection reports shall also bear notes regarding members of criminal tribes, drawn up under instructions prescribed in rule 65 above.

103. After the Inspector General and the Dy-Inspector General have recorded their comments and remarks, the P. A. will enter the report in the check list and return it to the Superintendent concerned, for record at the Police station under report. The confidential note referred to above shall be retained by the Inspector General in his personal custody and made use of for the purpose of granting and with-holding promotions. The Superintendent while forwarding the report to the Police station, shall record his instructions for the guidance of the Station

officer for a prompt compliance of the marginal notes, recorded on the report by the Inspector General and the Dy-Inspector General.

104. This book is maintained to show the names and particulars of persons, holding various licenses issued under the local and special laws for manufacture, stock and sale of exciseable articles, explosives, petroleum, poisons and fire-arms.

Book No. 15.
Register of licenses.

The Nizamats concerned shall supply authenticated lists of all such licenses in the beginning of every year, and the Station officers shall be responsible to reproduce them in this register within 7 days of their receipt from the Nizamats. All inspections held by Inspectors and Superintendents of Police, of the licensed stocks and their premises, shall be noted in this register in the column of remarks.

105. This book deals with the state money and is maintained in two parts for the accounts of the permanent advance fund and the miscellaneous cash accounts

Book No. 16,
Cash book.

106. When no balance is left in the permanent advance fund, the Station officer or the moharir shall incur the subsequent expenditure from his pocket, till the fund is recouped from the Central Police Office or the Nizamat, as the case may be. Such entries shall be made in red ink, prefixed by a small horizontal line denoting minus

107. When an expenditure, whether out of the permanent advance or otherwise is made, a reference shall be given in column 7 to the entry regarding receipt of the money out of which the expenditure is made. If the money received has been paid in two or more instalments, this reference shall be given in column 8, when the last item of expenditure has been made on the same or any subsequent date.

108. The last entry of a daily diary is required to show the cash balance in hand and it shall be incumbent upon the moharir

to count the coins every evening, before the diary is closed.

109. At the end of each month, monthly balances shall be struck under the signature of the Station officer both, in this and the daily diary registers.

110. This book is maintained to show admissions in and removals from the store-room of property connected with cases. Entries in this register shall be made punctually whenever a property is received in or despatched from a Police station, after the necessary details have been mentioned in the daily diary. The number of the daily diary report, which mentions these details, shall be quoted in this register, in column 2 for a receipt and column 8 for a despatch.

Book No. 17.
Case property register.

111. A bound file of road certificates in foil and counterfoil, containing sufficient certificates to last for three months, shall be issued quarterly to each Police station.

Book No. 18.
Road certificate.

112. Each certificate shall be given an annual serial number for each Police station and, when returned receipted, the counterfoil or the receipt in lieu thereof or the counterfoil of the Prosecuting officers' or a Police stations' road certificate issued by way of acknowledgement, shall be pasted on to the foil.

113. A sufficient number of bound receipt books, in foil and counterfoil, each containing 100 receipt forms, shall be issued to all Police stations.

Book No. 19.
Receipt book.

114. Every page of a receipt book shall have a printed serial number and only one such book shall be in use at one time.

115. The moharir shall count and stamp with the station seal, all the receipts bound in a book which is being brought into use. Any receipt missing or bearing a wrong printed page number shall, before the book is brought into use be brought to the notice of the Station officer, who shall record the fact in the daily dairy, before using the receipts enclosed therein.

116. For all sums of money received at a Police station, whether in cash or otherwise and in any account whatever, a receipt from this book must be issued to the remitting party under the signatures of the Station officer or the Station clerk. The officer signing the receipt shall satisfy himself that necessary entry has been made in the cash book at the time of closing the day's account

117. The road certificate, if any, received with the money shall be pasted to the foil of the receipt book in the receiving Police station and receipt issued in lieu thereof pasted in the remitting office in place of the counterfoil of road certificate.

118. At each reporting Post, the following records shall be maintained by the officer-in-charge who shall invariably be a literate head-constable:—

Reporting post
registers.

1. REGISTER 2, daily diary.
2. REGISTER 3, file of standing orders
3. REGISTER 4, absconders' register in both the parts.
4. REGISTER Nil, proclaimed offenders' register and list.
5. REGISTER 5, correspondence register.
6. REGISTER 7, state property and employees' register.
7. REGISTER 8, criminal tribes register in both the parts.
8. REGISTER 13, minute book
9. REGISTER 16, cash book.
10. REGISTER 17, case property register.
11. REGISTER 18, road certificates.
12. REGISTER 19, receipts book.

119. The reporting Post registers shall be maintained in the manner prescribed for the upkeep of Police station registers, personally by the officer-in-charge of the Post concerned under the guidance and supervision of the officer-in-charge of the Police station having jurisdiction.

120. Reports of non-cognizable cases made at a reporting Post shall be recorded in the daily diary exactly in the same manner as that prescribed for the record of such reports in the Police station diaries.

121. Reports of cognizable cases, however, as register 1 is not maintained at a Post, shall be recorded in full in the daily diary of the Post and a verbatim statement of the complainant or the informant, as the case may be, taken down in this diary and dealt with in the manner prescribed for registration of cases in the first information book of Police stations

122. A word for word copy of this statement, duly signed by the report maker shall be prepared and sent to the Police station having jurisdiction with the quickest possible despatch and the Station officer shall there upon transcribe the report in book 1 of the Police station and issue copies to the Magistrate, the Superintendent of Police, and the complainant, as in all other cognizable cases.

123. For evidential purpose, this copy shall be deemed to be the first information report, within the meanings of sec. 148 J. C. P. C. (154 C. P. C.) and shall be treated as an original document within the meanings of sec. 61 J. E. A. (62 I. E. A.).

124. In case of a special report, the officer-in-charge of a Post shall follow the rules laid down for despatch of such reports from Police stations and shall make out separate copies of the report for the Inspector General, the Superintendent and the circle Inspector, which shall be despatched direct from the Post, the original being forwarded to the Police station, as in all other cognizable cases.

125. The officer framing a first report at a Post shall be competent to prove the F. I. R. in court, of his own authority and no attempt shall be made to produce both the Station officer of the Police station and the officer-in-charge of the Post, for

proving the same F. i. R. Duplication and multiplication of evidence in such cases is likely to create discrepancies in the statements and may do more harm than good.

126. Both, the Station officer and the moharir at a Police station, and the Station officer and the head constable in-charge at a reporting Post have been held jointly responsible for the proper upkeep of records and registers maintained at a Police station or a reporting Post. The Station officer, however, by reason of his constant outdoor duties is not infrequently disabled from attending to office work personally. He shall therefore inspect the thana books and records, on a convenient and available day, within the first week of every month and affix his signatures below the last entry of each register, as evidence of his responsibility in this behalf

Inspection of registers.

127. He shall likewise check the registers and records maintained at a reporting Post subordinate to him and sign the last entry of every register as evidence of his responsibility in the matter of their correctness and uptodateness.

128. After each such inspection, he shall record the fact in the Station diary, stating the condition of the books and pointing out the mistakes which require to be rectified. It shall thereupon be incumbent upon the moharir in case of a Police station or in case of a reporting Post, upon the head constables in-charge, to take immediate steps for compliance of the Station officer's note, regarding mistakes and errors pointed out by him in such note.

129. The following lists shall be hung up at each Police station and Post :—

Miscellaneous lists

- (i) list of proclaimed offenders,
- (ii) list of married Police officers,
- (iii) important standing orders,
- (iv) list of periodical fairs and festivals held in the jurisdiction,

- (v) list of licenses issued under the arms, explosi'e, poisons, petroleum, excise and serais acts,
- (vi) list of newspapers and periodicals, if any issued from the jurisdiction,
- (vii) list of press-houses, if any working in the jurisdiction,
- (viii) list of drinking-houses, gaming-houses, *chandukanas*, *bhangkhanas* and brothels,
- (ix) list of returns and statements due from the Police station with dates on which each falls due,
- (x) list of *Tazimi thikanas* in the jurisdiction,
- (xi) list of court holidays.

130. The various registers, lists and records maintained at a Police station or reporting Post shall, except in the case of permanent records, be liable to destruction after the lapse of time specified below :—

BOOK 1, first information report	.. permanent,
petty offences register	... permanent,
case diaries	... may be destroyed two years after the date of the last entry, except in cases sent up under sec. 398 J. C. P. C. (512 C. P. C.),
BOOK 2, daily diary	... may be destroyed two years after the date of the last entry,
BOOK 3, standing orders	... permanent, subject to annual revision,
BOOK 4, absconders register	... permanent,
proclaimed offenders register	} permanent, subject to annual revision,
proclaimed offenders list	
BOOK 5, correspondence register	... may be destroyed seven years after the date of the last entry,
BOOK 6, copies of inquest reports etc.	may be destroyed seven years after the date of the last entry,
BOOK 7, state property register	... permanent,
BOOK 8, criminal tribes register	... permanent,
BOOK 9, village crime note books	... permanent,
BOOK 10, surveillance register	... permanent,

BOOK 10A, bad character rolls	... permanent,
BOOK 11, index to history sheets	... permanent, subject to provision,
history sheets } personal files }	... mentioned under head 'Personal files,
BOOK 12, intimation sheets	... may be destroyed seven years
despatched }	after the date of the last entry,
BOOK 12A, intimation sheets	... permanent,
received }	
BOOK 13, minute book	... permanent,
BOOK 14, inspection reports	... permanent,
BOOK 15, list of licenses	... may be destroyed one year after the expiration of the period for which the licenses are granted,
BOOK 16, cash book	... permanent,
BOOK 17, case property register	... permanent,
BOOK 18, road certificates	... permanent,
BOOK 19, cash receipts	... permanent.

131. Every Station officer shall prepare and submit the following statements, to their respective Superintendent periodically as noted against each return :—

Returns due from
Police station.

(i) station dairy...	daily,
(ii) confidential diary on political matters	weekly,
(iii) account of receipt and expenditure of money	monthly,
(iv) list of pending cases...	quarterly,
(v) list of proclaimed offenders...	quarterly,
(vi) report on criminal tribes	annually,
(vii) crime statistics	annually.

CHAPTER II—PREVENTION

132. Prevention of crime is the primary duty of Police, Patrols, being far more important than even the detection and investigation, and is best performed if rounds and patrols are carried out vigilantly and systematically within the station jurisdictions.

- (a) The officers in charge of Police stations shall move about freely in their jurisdictions, paying special attention to villages, where crime has occurred and where registered bad characters and history sheeters reside. Information regarding the mode of livelihood of history sheeters shall be obtained personally by Station officers during their village rounds, while subordinates may be employed to go and visit specified villages, from time to time, with a view to ascertain whether the bad characters living in such villages are present and to trace the whereabouts of proclaimed offenders and absconders.
- (b) Every Station officer shall regulate night patrols according to the geographical position of his jurisdiction and the needs of its inhabitants. The patrols shall be regulated on a rotatory system and shall be so frequent, as to provide the requisite amount of protection on the one hand and ensure an effective control and check on bad characters, on the other.
- (c) In rural Police stations, which have been divided off in beats as prescribed in chapter VI, this duty

shall be performed by beat Constables and supervised by Station officers and gashti head Constables. The two officers shall go round alternately and visit by dark nights, the beats of their respective charges, at least once a month each.

- (d) Each patrol shall cover not less than 10 miles a night and shall obtain signatures of patels of the villages visited during such rounds.
- (e) Each patrol shall satisfy itself that the known criminals and bad characters, as well as the adult male members of criminal tribes are present at their respective residences. If a person under surveillance is found absent from his village, his tracks shall be followed and arrest effected forthwith under section 107 J. C. P. C. (109 C. P. C.), in case he is traced in the area of a village other than his own, without a reasonable excuse. ,

133. Sections 104, 105, 106, 107, 108, 138, 139, 143, 144, 145, of J.C.P.C. (106, 107, 108, 109, 110, 144, 145, 149, 150 and 151 C.P.C.) and 388 J.P.C. (399 I. P. C) provide special preventive powers to the Police, a careful use of which ought to check the commission and growth of crime to an appreciable extent. Sections 104, 105, and 106 of J. C. P. C. (106, 107 and 108 C.P.C.) deal with prevention of offences against person, and sections 107 and 108 J.C.P.C (109 and 110 C.P.C.), against property. Section 138 J.C.P.C. (144 C.P.C.) provides special measures for dealing with general disturbances and section 139 J. C. P. C. (145 C. P. C.) with breaches of a general nature, arising out of immovable property disputes.

134. As the offences quoted in the preceding paragraph, except of course the last named sec. 399 I. P. C., are all non-cognizable by Police, the procedure laid down in sections 149 and 194 J. C. P. C. (155 and 202 C. P. C.) for investigation of non-cognizable cases, shall invariably be followed and arrests deferred, till warrants are issued by courts. If, however, any imminent danger is apprehended, section 145 J. C. P. C. (151 C. P. C.) will be at once brought into play, which gives special powers of arrest even at a preparation stage.*

135. In case of hurts, sec. 104 J.C.P.C. (106 C. P. C.) will make the best joinder of charges with the actual offence committed *i. e.* with one of the sections contained in chapter XVI of the penal code, and should invariably be added to the original charge, unless the offence is entirely lacking in motive or is only the outcome of a sudden provocation. If nothing more, this procedure will at once avert or at least materially minimise the chances of a compromise, which generally hamper prosecutions in such cases.

136. If a breach of peace is apprehended from a particular person or persons, a report shall be framed under sec. 105 J. C. P. C. (107 C. P. C.), detailing the cause of dispute and the evidence available to prove it. On receipt of this report, the Magistrate will, if he has reasonable grounds to believe it, issue notices to the person or party concerned, under sec. 109 J. C. P. C. (112 C. P. C.), requiring them to show cause why he, she or they, as the case may be, should not be bound down; on appearance of the accused, he will proceed in the manner prescribed under secs. 110 to 119 J.C.P.C. (113 to 122 C.P.C.). In case of persons found disseminating seditious matter of a nature which is

*Since 'preparation' has not, as a general rule, been treated in the light of a penal offence, excepting only a preparation to commit dacoity, the framers of law have made this special provision, with a view that the preparation of really serious offences may be checked in time, with the timely use of this special power of arrest. It follows, therefore, that this power shall be used most sparingly and only in cases of real emergencies.

likely to lead to a communal or political outbreak, sec. 106 J. C. P. C. (108 C. P. C.) shall be resorted to, instead of sec. 105 J. C. P. C. (107 C. P. C.); the procedure being similar in both the cases, excepting that if an editor is being prosecuted under this section, sanction of the Council of state shall first be obtained.

137. In serious cases affecting general public tranquility and requiring immediate prevention of a certain act or acts of general character or speedy remedy of a public nuisance or nuisances and warranting the necessity of a wholesale action, the Police shall put up a written report in court, stating the circumstances which render this course necessary. On receipt of this report, the Magistrate, if he finds sufficient grounds to proceed under sec. 138 J. C. P. C. will issue an order for service under sec. 130 (1) J. C. P. C. or a proclamation for service under sec. 130 (2) J. C. P. C. directing any person or class of persons or public generally to abstain from a certain act or acts or to take certain order regarding certain property. This order will be widely published and proclaimed by means of notices, beat of drum, and any other sources available. As soon as an order issued under this law has been promulgated in the manner stated above, and made absolute under sec. 132 and 133 J. C. P. C. (136 and 137 C. P. C.), adequate Police patrols shall be posted in the disturbed locality, with instructions to take immediate and timely notice of any defiance or attempt at defiance of the said order, within the notified area. Any person found infringing or attempting to infringe this order or the spirit thereof, shall be forthwith handed up to the Magistrate having jurisdiction, for award of penalty under sec. 177 J. C. P. C. (188 C. P. C.). In more serious cases, the Police may use their own powers vested in them under preventive provisions of secs. 143 to 145 J. C. P. C. (149 to 151 C. P. C.) or secs. 124 and 125 J. C. P. C. (127 and 128 C. P. C.), according as the occasion and the situation demand.

138. In cases arising out of disputes over land, house, well or other immovable property, the law under **Attachment of immovable property.** sec. 140 J. C. P. C. (146 C. P. C.) vests the Nazims with powers to attach the property in dispute, till a decision has been awarded by a competent court. If this course is decided upon, a report shall be drawn up under sec. 105—139 J. C. P. C. (107—145 C. P. C.) and submitted to the Magistrate having jurisdiction, describing the situation of the disputed property and detailing reasons which warrant this course. On receipt of this report, if the Magistrate is satisfied that the attachment of property in question is likely to improve the situation, he will pass orders requiring the person or persons concerned to appear before him and show cause why the disputed property should not be attached and the parties bound down. If the Magistrate after holding such enquiry as he deems fit, determines that a dispute actually exists and its real cause is the said property, he will order attachment thereof, under sec. 140 J. C. P. C. (146 C. P. C.), whereupon the duty of guarding the property and removing the parties therefrom shall devolve on the Police.

139. In serious cases, where restoration of peace is not likely to yield to ordinary measures and there **Special powers of arrest.** exists grave danger of a serious breach of peace occurring imminently, if the Police do not at once interpose, the person or persons involved in the case may be immediately arrested under the special authority vested in Police by the provisions of sec. 145 J.C.P.C. (151 C.P.C.). The persons so arrested shall be forthwith produced before the Magistrate having jurisdiction, with a report drawn up under sec. 105 J.C.P.C. (107 C.P.C.), or in case of habitual offenders, under sec. 108 (f) J.C.P.C. (110 (f) C.P.C.)

140. The officer-in-charge of a Police station has been vested with special powers under sec. 44 J.C.P.C. (55 **Vagrancy cases.** C.P.C.) to apprehend any person found lurking about, within his jurisdiction under suspicious circumstances

and endeavouring to conceal his presence or having no ostensible means of livelihood. This provision has been made with a view to check the ingress and out-gress of bad characters who are addicted to commit crime in foreign jurisdictions. For the purposes of prevention of offences, this special power of arrest affords a formidable weapon of check on the movements of intending criminals and should be availed of on every occasion, when a suspicious stranger is found lurking about in any particular locality, without a genuine excuse. The authority, as it involves a definite responsibility, has been denied to any officer below the status of Station officer. Every officer-in-charge of a Police station shall therefore be held personally answerable for any misuse or abuse of these powers on the one hand, and failure to take action, where warranted, on the other. His responsibility in this behalf shall be carefully maintained and deterrent departmental action taken, if he fails to proceed under this law against an individual, who has been seen or found within his jurisdiction, under the circumstances enumerated above. These proceedings shall be more frequently taken in cases, in which criminals are found lurking about in a village or town, in which they do not commonly reside.

141. Persons arrested under this head shall be sent up under sec. 107 J.C.P.C (109 C.P.C.), but as this section of law does not provide powers of arrest to Police, nor the act of vagrancy has been held to be an offence, no F. I. R. shall be framed in such cases and in its stead, only a complaint shall be filed in court, for action being taken in accordance with the procedure laid down in secs. 109 to 119 J. C. P. C. (112 to 122 C. P. C.). On every arrest, effected under sec. 44 J. C. P. C. (55 C. P. C.), an urgent reference shall be made to the Station officer concerned, informing him of the arrest and calling for the antecedents and previous convictions of the arrested person. If, from the report supplied by the home Police

station and the facts and circumstances ascertained through the local investigation, a case is made out, which appears fit to stand a judicial trial, the Station officer of the reporting Police station shall file a complaint in court under sec. 107 J.C.P.C. (109 C.P.C.), sending therewith a copy of the daily diary report, in which this arrest has been mentioned. The complaint shall concisely state the circumstances which led to the arrest, the house-breaking implements or other incriminating articles, if any found on the person of the vagrant at the time of his arrest, and his previous convictions and suspicions, if any reported by the home Police station, with the names of witnesses cited at the end of the Police report.

Every person convicted under this section shall be mentioned in book 6 of the home Police station and placed forth-with under a vigilant watch, unless he has been interned under sec. 120 J. C. P. C. (123 C. P. C.), in default of furnishing security. A history sheet, if one does not already exist, shall be forthwith started for every such person and results of Police surveillance, exercised over his movements, concisely and punctually recorded in the sheet, in the manner prescribed in chapter I.

142. As provided in sec. 108 J. C. P. C. (110 C. P. C.), six classes of criminals are liable to be dealt with under this law; the first five for offences against property and the sixth, for being of dangerous and hazardous character. For prevention of offences, this provision of law is decidedly the most forceful, formidable and effective weapon, whereunder a bad character is convicted and at once brought under control, even without committing any crime. For a proper and full use of this rare facility, afforded to Police, a careful and continuous study of the character of every badmash, residing in the jurisdiction and a periodical survey of his past criminal activities is most essential, for which both the Station officer and the circle Inspector have been made jointly

responsible under the departmental rules. Ordinarily a bad character committing 3 crimes consecutively, during a period of 3 years, shall render himself liable to action under this law, if the said offences have remained unpunished for want of proper proofs. An officer failing to bring bad characters of his jurisdiction to justice under this law, when they have deserved this treatment, in accordance with the above stated standard, shall ordinarily be held to have failed in the discharge of his duties and as such shall render himself liable to a departmental punishment. Every Station officer and circle Inspector shall therefore devote their fullest attention continuously to this important work and avail themselves of the earliest opportunities for handing up bad characters of their respective jurisdictions, to courts of law, under this preventive section. Every bad character, whose offences have remained unpunished for want of proper proofs, shall be taken notice of, on every occasion, when a fresh suspicion has been brought against him and prompt action taken under this law unfailingly, unless the case presents any real practical difficulties as enumerated below:—

- (a) As a case under this head is principally based upon reputation, it would be injudicious to hand up a bad character under this law, unless his history sheet shows at least 3 convictions or reliable suspicions, awarded and brought after his last conviction or during the last 3 years, besides any oral and more distant suspicions, which also may be on record in the history sheet.
- (b) If a bad character has recently come out of jail and has not had a reasonable opportunity of showing himself in a good light, action under this law shall be deferred, till at least 6 months have passed, after his release from the jail.

143. In cases warranting action under this law, the evidence both oral and documentary shall be carefully sifted out, and a report sent up to the Magistrate having jurisdiction, in the form given in the appendix. If on receipt of the Police report, the Magistrate finds reasonable grounds to believe, that a case of "bad livelihood" has been made out, he will issue a writ or a warrant summoning the accused person to his presence and will thereafter proceed in the manner prescribed under secs. 109 to 119 J.C.P.C. (112 to 122 C.P.C.). In bad cases, in which an accused person is likely to abscond, the Police may use their own powers of arrest and forthwith apprehend the bad character concerned under sec. 44, 45 or 145 J.C.P.C. (55, 56 or 151 C.P.C.), according as the nature of the specific charge brought against him, allows.

144. Station officers, patels and mukhias have been admitted to be a reliable set of witnesses in cases of "bad livelihood" and as many of them, as possible, should be cited in the report sent up under this head. Among others, the Station officers of reporting Police stations, the complainants of cases traced from time to time to the bad character concerned and the patels and mukhias of the village of which the bad character is a resident, should necessarily be produced in court, to prove a bad reputation.

145. Where necessary, the prosecution should also lead evidence in court to show that the bad character's expenses have exceeded his honest resources. A patel, a mohalladar, a neighbour or a leading citizen of the locality concerned, should be produced to make depositions regarding this fact, if it actually exists.

146. Previous convictions awarded by local courts shall be proved in the manner prescribed in chapter III and search slips sent to finger print bureau, mount Abu, as prescribed therein.

147. History sheets and personal files not being original documents are ordinarily inadmissible in evidence, but in certain circumstances, as enumerated below, these may be exhibited in court, provided that the convictions and suspicions which are required to be proved, are actually on record therein.

148. Ordinarily convictions awarded by foreign courts have not been held to be relevant by Jaipur judiciary, but in 'bad livelihood' cases which mainly hinge on general repute, such convictions can be legitimately referred to, for purposes of proving a general 'bad livelihood'. In view of the local procedure, the Police registers are naturally silent on the point of convictions awarded by foreign courts or suspicions made by foreign Police, and the only local record available here for ascertaining the nature and number of such convictions and suspicions, is the confidential personal record of the bad character concerned, which under such circumstances, forms a useful documentary evidence.*

149. For proving suspicions made in a local case, final reports drawn up under sec. 166 J.C.P.C. (173 C.P.C.) which contain particulars of suspects and the grounds of suspicions shall be produced in court and proved by the officers who compiled them and the complainants of the cases concerned. If a suspicion relates to an offence committed in a jurisdiction other than the one, in which the bad character resides, the intimation sheet, received from the reporting Police station, whether or not made into a personal file, shall be produced and exhibited in court and Station officer of the reporting Police station and the complainant of the case concerned, summoned to prove the same in court.

*The law of relevancy allows the use of duplicate copies and reproductions, only if originals cannot be obtained. The original records of such convictions and suspicions not being available in the State, the justification of using their reproductions, as found in the personal files and history sheets, stands fully established.

150. There may as yet be a number of oral suspicions or
Proof of oral sus- suspicions brought, in non-cognizable cases,
pitions. which have found no place in any of Police records, excepting the history sheets and the personal files, or if they were at all recorded in the daily diary, which is the only book supposed to contain first-hand information on this point, the original daily diary concerned, not being a permanent record, may have since been destroyed. Under such handicaps, the history sheet is once again made relevant and admissible in court and may be made use of, in prosecution evidence, provided it serves a really useful purpose.

151. For proving such of the unverified absences, as are
Proof of absence. likely to help the prosecution of cases sent up under this head, by creating presumptions in court, that the bad character concerned has been engaged in criminal activities during the periods of such absences, the prosecution have once again to fall back upon history sheets alone, as the only other record, supposed to contain first-hand information on this point, is the daily diary, which seldom mentions the details required for criminal proceedings and not being a permanent record, is invariably destroyed after every two years. Thus the original records not being available, the reproductions found in the history sheets are once again made relevant under the law of relevancy. If, however, an entry relates to a period within the last two years, a report whereof is available in the daily diary, which mentions the necessary particulars, the history sheet may not be referred to, in court. Similarly, in case of registered bad characters, whose personal files bear the original bad character rolls, the history sheets may not be exhibited in court. The bad character rolls will invariably be found attached to personal files and the latter may be produced in court, without any reference to history sheets, after incidental and other unconnected papers, which have no direct bearing on the more

essential points of conviction, suspicion and absence have been detached, or if a personal file contains too many papers of confidential nature, the bad character rolls and the intimation sheets, if any on record therein, may be detached from the personal file and produced separately in court.

152. It should be remembered that the whole case being based on mere reputation and not on any particular offence or offences committed, it requires extra keenness and diligence on the part of local Police to work out a case under this section. According to the Police rules, this duty principally devolves on circle Inspectors, who shall, during their periodical visits to Police stations, collect all possible information, in regard to crime committed or suspected to have been committed by criminals of the jurisdiction which, if not already mentioned in the history sheets, shall be incorporated by them under their own signatures.

153. It would appear that the first step towards these operations, is the starting of personal files and history sheets. The officers, therefore, who are not fully vigilant in the matter of surveillance over bad characters or are not fully keen and methodical, in the maintenance of history sheets and personal files, can seldom achieve success in making out strong cases under this head. The circle Inspectors shall, during their inspections, concentrate all their attention on these two important records and shall personally bring them up-to-date in every respect. They shall personally scrutinize the entries in books 9 (3) and 9 (5) and order history sheets for persons having two or more convictions or suspicions and personal files for such others as have only one conviction or suspicion.

154. During their periodical visits to Police stations, the circle Inspectors shall, after bringing all personal files and history sheets up-to-date, sift out names of persons, against whom the requisite amount of material i. e., three suspicions or

convictions, exists and shall draw up reports in their own handwriting, for operations under sec. 108 J.C.P.C. (110 C.P.C.)*

155. Magistrates are expected to hold the trials of bad livelihood cases, as far as possible, in or near the actual residence of the bad characters concerned. In such cases, the Station officer concerned shall, although he may not be a witness himself, arrange to be personally present in the village, well in advance of the dates fixed for hearing. It shall be his personal duty to keep the prosecution witnesses in hand and help the Prosecuting officer in conducting their examination. After the prosecution evidence is concluded, he shall be required to collect detailed information, regarding the bad characters' relationship and connections with defence witnesses, with a view to prepare the Prosecuting officer for the latter's cross examination.

156. As soon as a criminal is convicted under this section, his name shall be forthwith brought on books 6, 10 (2) and 11 both parts of the home Police station, and if he has not been interned in default of furnishing security, an energetic and vigilant surveillance shall forthwith be placed over his movements and a history sheet and personal file started, if not already in running. †

*It would always be advisable to keep these proceedings secret from the bad character concerned, till the stage of actual trial. Ample safeguards shall be taken to ensure secrecy, till at least a writ has been issued by court, under sec. 109 J.C.P.C. (112 C. P. C.), otherwise if the bad character sneaks away and is not arrested for some time, his conviction will be rendered highly difficult subsequently, due to lapse of time, which has passed between the last bad entry against him, and the date on which he is arrested. This interval cannot be shown, but as clear of suspicion while to prove a bad reputation, the spirit of law requires evidence on happenings which are very recent i.e. such occurrences and incidents, as have taken place in the immediate past

†It shall be incumbent on every Station officer to take prompt action for confiscation of security, if a criminal belonging to his jurisdiction, commits crime or misbehaves, after being bound down, under one of the preventive sections

CHAPTER III—DETECTION

157. Investigations entrusted to the Police are of three kinds, namely :—

- (a) investigation into cases of cognizable offences under sec. 150 J. C. P. C. (156 C. P. C.),
- (b) investigation into cases of non-cognizable offences under sec. 194 J. C. P. C. (202 C. P. C.); 149 (2) J. C. P. C. (155 C. P. C.) or 196 (b) C. P. C.,
- (c) investigation into cases of unnatural deaths under sec. 167 J. C. P. C. (174 C. P. C.)

COGNIZABLE OFFENCES

158. Powers to investigate cognizable cases have been vested with Police under the provisions of secs. 150 and 151 J. C. P. C. (156 and 157 C. P. C.).

Initiation of investigation.

As soon as a report is received of the commission of a cognizable offence within the jurisdiction of a Police station, a case shall be registered in the manner prescribed in chapter I and investigation taken up forthwith by the Senior officer present at the Police station unless it is desired to dispense with it under sec. 151, proviso (b) J. C. P. C. (157, proviso (b) C. P. C.)

159. All steps and measures taken by Police day to day for discovery of facts connected with, and for apprehension of offenders and recovery of property involved in a case under Police investigation, shall be recorded in a case diary in the manner prescribed in chapter I.

Record of investigation.

The case diaries shall be to the point and as brief as possible without being encumbered with lengthy explanations and theories; the object being merely to frame a record of the facts discovered through investigations and not to render accounts of the

manner in which the days are spent. The diaries shall be written day to day on the dates on which any investigation is actually carried out and only such of the incidents of investigation shall be mentioned therein as have a direct bearing on the case.

The officer preparing case diaries shall concisely record therein, the statements of all persons who appear to be acquainted with the circumstances of the case, the steps taken by him for ascertaining the true circumstances and facts connected with the offence and other information required by sec. 165 J. C. P. C. (172 C. P. C.). In the matter of recording findings, opinions and views in a case diary, the officer making an investigation shall proceed with the utmost caution and must abstain from committing himself in the diary, to any view of the facts for or against any person until and unless both the sides have been fully heard and all the evidence has been carefully and methodically sifted out.

160. A case diary as a general rule, is a privileged record, protected under sec. 165 J. C. P. C. (172 C. P. C.) from exhibition in court, except for the personal perusal of the Magistrate concerned and may safely contain confidential information with regard to the mode of investigation. The statements of witnesses, including those of complainants, however, are denied this privilege in cases in which such statements are referred to by the defence counsels for purposes of contradicting the statements of prosecution witnesses during their cross-examinations. Care should therefore, be taken that these statements do not contain anything which is prejudicial to the interests of prosecution, or which is intended to be kept confidential and secret from the defendents. Such statements shall be recorded in the first person on separate pages under sec. 154 J. C. P. C. (161 C. P. C.) and appended to the case diary as independent documents, with only their briefs incorporated in the body of the diary concerned.

161. As sec. 141 J. E. A. (145 I. E. A.) affords the defence counsels, a legal right to confront the prosecution witnesses (during their cross-examinations led in court) to their statements on record in case diaries, it is always safe to have them handy and detachable during trials, so as to avoid the remotest chance of a case diary or the duplicate thereof being referred to, by the trying court or the witnesses concerned, in the event of a requisition made from the defence side

162. If for any reason, complete lists of stolen property and descriptions of the stolen articles have not been incorporated in the F. I. R., a supplementary statement of the complainant should be recorded on this point on a separate paper and appended to the first case diary, which could be detached and produced in court, without having to refer to the case diary itself. Similarly all points which are required to be proved in court, for establishing the prosecution case should be incorporated in independent statements recorded under sec. 154 J. C. P. C. (161 C P. C.) with only their briefs noted in the case diaries.

163. Another important point worthy of mention is the method of recording statements of accused persons in the case diaries. It is no longer a secret that Police have no powers what-so-ever under any law in force for the time being, to summon accused persons to their presence. The powers of Police in this behalf are confined to making their arrests without questioning, interrogating or tackling them in advance. Although the case diaries have been formally classed as privileged records and as such are not open to inspection by the parties concerned, the trying Magistrates have every right to peruse them with a view to finding the truth, which is their legal prerogative granted under sec 165 J C. P. C. (172 C P. C.) Great care should therefore, be taken not to make any commitment in this respect in the course of framing a case diary. The safest course in such

circumstances would be to summon the accused as a person, who appears to be acquainted with the facts of the case which is a legal right of the Police, vested in them under sec. 153 J. C. P. C. (160 C. P. C.) and after his statement has been recorded and he has been fully interrogated and examined on the relevant points, he may be charged and brought under arrest as an accused person, if the accusations are found true; or released and let go as a mere witness, if the accusations fall through or remain unsubstantiated. Acting on this principle, the word '*mushtaba*' (suspect) which is not infrequently used at present for persons suspected in cases, shall not henceforth be employed in the case diaries, nor any person summoned in a Police investigation under the name of a '*mushtaba*' (suspect).

164. In the matter of recording arrests in case diaries, the following facts must be necessarily mentioned:—

- (a) the proofs available in support of the charge;
- (b) the description of the accused person, including any boil marks, deformity or other distinctive features of the body; the specification of injuries, if any, found on his person at the time of arrest; the state of his health; the specification of blood or semen stains, if any found on his wearing apparel or on any object in his possession at the time and in cases of uncertain antecedents and identity, the despatch of enquiry-slips and the search-slips respectively to the home Police station and the finger-print bureau, Mount Abu;
- (c) the search of his person conducted under sec. 40 J. C. P. C. (51 C. P. C.) and compilation of the memo of '*jama talashi*', containing an inventory of articles recovered from the search of the person, the dimensions, description, weight and sketch of the weapons of offence or house-breaking implements, if any found on the person at the time of arrest and seized under sec. 42 J. C. P. C.

C. P. C.), the name and address of the woman employed to search the person under sec. 41 J. C. P. C. (52 C. P. C.) in case of female accused and the names of witnesses before whom the search of the accused person was conducted and who signed the memo of search and other documents, if any recovered from the person of the accused during the course of such search;

- (d) the despatch of the intimation cards to the Nazim under sec. 51 J. C. P. C. (62 C. P. C.) and the Personal Assistant to the Inspector-General of Police, under the departmental orders issued by the Judicial department.

165. The most essential points regarding house searches which must be recorded in the case diaries are:—

- (a) the names of search witnesses summoned under sec. 101 J. C. P. C. (103 C. P. C.);
- (b) the procedure employed for darbandi of the house and the description or device of seal employed to secure the locks; the names of sentries deputed to guard the entrances, exits, windows, ventilators, drains and tops of the house and the preparation of darbandi memo bearing signatures of witnesses, the sentries, the officer-in-charge of the sentry guard and the officer-in-charge of the investigation;
- (c) the names of inmates of the house whose persons have been searched under sec 100 (3) J. C. P. C. (102 (3) C. P. C.) and the name and address of the woman employed to search female inmates under sec. 41 J. C. P. C. (52 C. P. C.);
- (d) the names of Police officers conducting the house search whose persons have been searched on entering and leaving the house;
- (e) the inventory of articles recovered from the house,

with exact detail of position and place from which each article has been found and the fact of compilation of memos of house search and of search of persons of inmates, prepared respectively under secs. 101 (2) and 101 (4) J. C. P. C., (103 (2) and 103 (4) C.P.C.); the dimensions, description, weight and sketch of the weapons or house-breaking implements, if any recovered from the house; the description and weight of pieces of jewellery, if any recovered from the search; the taste, form, colour and weight of any substance recovered which is suspected to be a poison or a stupefying or incriminating drug and the method of disposal of the recovered articles, stating whether any of them have been sealed and packed for expert examination, (giving the device of the seal used.)

166. The parwanas bearing orders passed by supervising officers on case diaries and the replies sent thereto, shall be incorporated in the body of the case diaries concerned and attached in original as their enclosures. From secrecy point of view, these parwanas shall be treated with the same care and consideration as the case diaries themselves and shall not on any account be mentioned in book 2, book 5 or any other open record.

167. Arriving at the spot, the investigating officer accompanied by two or more respectable inhabitants of the locality shall carefully and minutely examine all objects on and around the scene of occurrence and all features necessary to a right understanding of the case and shall pick up and collect all available evidence especially with regard to:—

- (a) foot-prints, if any are found on the spot or leading to and from the spot, with deductions drawn therefrom as to the class of criminals who appear to be responsible

for the crime, the number of culprits who appear to be involved in the case, the directions from and to which the offenders appear to have come and gone ; (the measurements of individual foot-prints shall be carefully recorded and the impressions carefully preserved so long as necessary or moulds and casts made out in the manner prescribed in Rules 227 and 228);

- (b) finger prints, if any are found on any object at or near the scene of occurrence ; (the traces shall be developed by means of grey or white powder according to the colour of the objects bearing them and carefully preserved or photographs taken in their exact position) ;
- (c) stains of blood or semen, if any are found on a floor or ground or a wall or roof or on any object lying on or near the spot; (the objects bearing such marks or a small piece of the material employed in floor, wall or roof (where such marks are found on a pacca construction) or a clod of earth (if the marks are found on a katcha floor, wall or roof or open ground) shall be carefully secured, packed, sealed and despatched in the manner prescribed in Rule 304);
- (d) liquids, vomits, excrements, poisons and stupefying drugs, if any are found on or near the spot; (these shall be likewise packed, sealed and despatched in the manner prescribed in Rule 304);
- (e) weapons of offence, if any are left by the culprits, which appear to have been used in the commission of offence; (these shall be weighed, sketched and made into parcels in the manner prescribed in Rule 304 and sent to the expert concerned through the C.P.O.);
- (f) marks of struggle, if any are found on or around the scene of occurrence, with deductions drawn therefrom

as to the particular spots and particular events connected with the investigation;

- (g) in case of house-breakings, the shape of the hole, its exact situation and position in relation to the wall or roof, as the case may be, and its exact dimensions taken both from inside and outside; the height from the ground of the base of the hole, measured both from inside and outside; the side to which excavated earth or other material has been thrown and the details of marks found in and around the hole, with inference drawn therefrom as to the nature of the instrument used;
- (h) in case of lock breakings, the type of lock broken; any indication whether a duplicate or false key has been used, or if a lock is forced or a hasp or chain has been wrenched out, the particulars of marks and inference drawn therefrom as to the instrument used;
- (i) in case of admittance obtained by any way other than house or lock breaking, full particulars of the means employed; details of marks to indicate how bars were forced or glasses broken of a door, window or ventilator; or how a wall was scaled and the means employed for scaling such as a rope, leather, bamboo or a water-pipe and the likes and the position in relation to the building, of a drain or chimney, if admittance was obtained by means of any facilities afforded by the constructional features of the attacked house.

168. If a house-breaking implement has been found on the spot, or is recovered from an accused person, the marks and cuts which appear on the broken wall or roof in and around the hole or on the lock or chain or hasp of the door shall invariably be compared with those made by the recovered

implement in a practical demonstration held by the investigating officer and in case they tally, a memo of comparison shall be drawn up for evidential purposes which shall be signed both by the investigating officer and the witnesses.

169. The site inspection of a scene of occurrence should be most thorough and intelligent and after a deliberate study of the scene has been made, a complete sketch thereof shall be drawn up and all its features which are necessary to a right understanding of the case, carefully recorded in the case diary concerned, so as to enable higher officers who have not visited the spot to visualise the scene. This record should be accurate enough to permit of an intelligent study of the ways and methods of the particular criminal or criminals which, when compared with the *modus operandi* files on record, should be able to suggest identity of the offenders responsible for the particular crime under investigation. At the end of the site inspection report recorded in a case diary, the investigating officer shall, in case of unknown culprits, add his own opinion as to whether the offenders appear to be experts or amateurs and the class of society to which they appear to belong, with reasons in support thereof.

170. From the facts and circumstances ascertained during the site inspection of a scene of occurrence and in case of burglaries, also from the dimensions and any special features of the holes and the marks found thereon, and lastly from the important evidence of finger and foot impressions where available, the investigating officer should, if he is a well informed officer and is acquainted with the *modus operandi* of the local and neighbouring criminals, be able to chalk out a line of action at this stage which may be followed thenceforth.

171. If tracks are present, a hot pursuit shall be forthwith
Pursuit. led personally by the investigating officer in all

possible haste, and a tracker, where available, invariably employed to follow the tracks with the officer-in-charge.

172. When a person who appears to be acquainted with the circumstances of a case under Police investigation, may he be on the prosecution side or interested in defence or be a suspect himself, is required to be examined by the investigating officer, he shall be regularly summoned to the presence of such officer by means of a writ known as '*hukumnama talbi*' issued in duplicate under the provisions of sec. 153 J. C. P. C. (160 C. P. C.) This writ will be served by a Constable, who will leave one copy with the person summoned or in his absence, with an adult male relation of such person, in the manner prescribed for service of court processes in secs. 58 and 59 J. C. P. C. (69 and 70 C. P. C.). If service cannot, by the exercise of due diligence, be effected in the aforesaid manner, the Constable shall affix a copy of the summons to a conspicuous place in the house of the summoned person, as prescribed for service of court's summonses in sec. 60 J. C. P. C. (71 C. P. C.). In either case, the duplicate copy shall be brought back to the issuing authority, with the signatures of the man concerned in the former case, or those of a "patel", or a "mukhia", if service of the summons has been effected by any indirect methods.

On appearance before the investigating officer, every witness shall be examined individually on the relevant points and their statements reduced to writing in the manner prescribed in Rules 159 to 161.

173. Arrests shall be effected in the manner prescribed in chapter IV, so far as possible by the officer-in-charge of the investigation in person. If, however, the circumstances of a particular case render it necessary for an arrest being made outside the view of the investigating officer, a Constable shall be deputed with a writ known as

'*hukamnama girafian*' issued under section 45 J. C. P. C. (56 C. P. C.) which shall be served in the manner prescribed in chapter IV. In serious cases, where the crime is a heinous one and appears from *modus operandi* and other features to have been committed by professionals or habitual offenders, the officer-in-charge of the investigation shall, besides taking other active steps, immediately issue hue and cry notices for the apprehension of such offenders, to all the Police stations in the jurisdiction of which they are likely to be found.

174. The house searches shall be conducted so far as possible, by the officer-in-charge of the investigation in person, but if a search is required to be made at a place different from the one in which the offence has occurred and the investigating officer is not free to go and conduct it in person at such place, he shall depute a subordinate Police officer with a writ known as '*hukamnama talashi*' issued under sec. 158 (3) J. C. P. C. (165 (3) C. P. C.).

House search.

175. Such officer shall carry with him a complete list of stolen property with detailed description of each article as required by the provisions of sec 158 J. C. P. C. (165 (3) C. P. C.). If the jurisdiction is foreign, he shall also bear a requisition from his Station officer issued under sec. 159 (1) J. C. P. C. (166 (1) C. P. C.) which will be delivered in the hands of the Station officer concerned and the latter shall thereupon be bound to go and conduct the search in person or through a subordinate of his own, in the manner prescribed in sec. 159 J. C. P. C. (166 C. P. C.) which is his legal obligation under sec 159 (2) J. C. P. C. (166 (2) C. P. C.).

176. The power of making house-searches as vested in Police under the provisions of sec. 158 J. C. P. C. (165 C. P. C.) is permissive and not obligatory and remains so, even though a complainant or a witness brings definite suspicions against a named individual.

177. The spirit of law requires that the authority of making house-searches shall be exercised sparingly and only when no other alternative is left and a full and exclusive responsibility is undertaken by Police. Sec. 158 J. C. P. C. (165 C. P. C.) lays down that the Police may on reasonable grounds effect a search but shall before doing so, render an explanation to the Nazim concerned by means of a note drawn up under sec. 158 (1) J. C. P. C. (165 (1) C. P. C.), detailing reasons for the search; (a copy of this record being supplied on demand, if paid for, to the person whose house is being searched, *vide* clause (5) of the same section). The words 'may' and 'shall' occurring in this provision of law clearly point out that the responsibility of the action and the liability of the consequence shall be borne exclusively by the Police unshared by the complainants or the witnesses. The Police therefore, shall proceed with great caution in the matter of making house-searches and shall not on any account allow themselves to be guided by the complainants, witnesses, or other interested persons in this responsible work. Accordingly, a suspicion brought by a party should be treated no better than an unverified information till a due verification has been made of the grounds on which the suspicion is being made. In no case shall a suspicion brought by an interested party be entertained for the purposes of making house-searches unless the Police have definite grounds of their own, of which the statement of the suspicion-maker may form a contributing factor, or there exists external independent evidence to corroborate the statement of the complainant or the witness whoever has brought the suspicion. It may be noted that the protection afforded to Police by the provisions of sec. 67 J. P. C. (79 I. P. C.) for *bonafide* actions ceases in its effect if confirmatory reasons are absent in cases of house-searches, for it is always the action and not the heart which speaks, to prove a "*bonafide good faith*" in a court of law.

178. If a Station officer decides to avail himself of this power, he shall so far as practicable, conduct the search in person as demanded by the provisions of law under sec. 158 (2) J.C.P.C. (165 (2) C.P.C.). If however, a Station officer is unable by reason of pre-occupation or other cause to conduct a search in person, he may, after recording in full his reasons for so doing [which also is a legal obligation under sec. 158 (3) J.C.P.C. (165 (3) C.P.C.) and a copy of which also, like the record of reasons is obtainable by the occupier of the building on payment under sec. 158 (5) J.C.P.C. (165 (5) C.P.C.)] require any officer subordinate to him to make the search, and in that case, shall deliver to such subordinate officer, an order in writing as required under clause (3) of the said section, specifying the place to be searched and as far as possible, the specific article or articles for which the search is to be made. The subordinate officer so directed shall thereupon search for such articles in such place in the manner prescribed in sec. 158 (1) J.C.P.C. (165 of (1) C.P.C.) under the authority which descends to him under such circumstances, *vide* clause 3 of this section.

179. If the place required to be searched is outside the jurisdiction of the investigating Police station, the investigating officer shall send a written requisition to the Station officer concerned as prescribed in sec 159 (I) J.C.P.C. (166 (I) C.P.C.), unless the delay resultant from this lengthy procedure is likely to damage the evidence, in which case he is legally empowered to go and conduct the search in person, or cause it to be conducted by a subordinate of his own under clause 3 of this section, anywhere within the Jaipur territory, after sending an additional copy of the record of reasons prepared under sec. 158 (I) J.C.P.C) 165 (I) C.P.C.) and a notice of the search drawn up under sec. 159 (4) J.C.P.C (166 (4) C.P.C) respectively to the Magistrate and the Station officer of the jurisdiction

concerned. After concluding the search conducted in a foreign jurisdiction, the officer conducting the search shall, besides supplying copies of the memo of recoveries prepared under sec. 101 (2) J. C. P. C. (103 (4) C. P. C.) to the occupier of the building, also send additional copies of such memos to the Station officer of the Police station in the jurisdiction of which the search has been conducted, which is his legal obligation under sec. 159 (4) J. C. P. C. (166 (4) C. P. C.)*

180. The following defined procedure shall be adopted for conducting house searches:—

- (i) Two or more respectable inhabitants of the locality shall be called in to witness the search.
- (ii) On arrival at the house which requires to be searched, the officer-in-charge shall make adequate arrangements for guarding the exits and entrances of the house and shall take every possible care and caution to keep the fact of the Police approach concealed from the inmates till the arrangements of guarding the exits and entrances have been satisfactorily carried out.
- (iii) If any unavoidable delay is foreseen in starting a search, a regular 'darbandi' shall be placed around the house after clearing the building under search of the inmates who shall before leaving be searched under the authority of sec 100 (3) J. C. P. C (102 (3) C P. C). In order to guard against any possible attempt at abstraction of incriminating articles from the house under search, through doors, windows, ventilators, chimneys or drains, as also against any malicious attempts to introduce or import any such articles into the said house through any such

*The witnesses so summoned are legally bound under the provisions of sec 101 (1) J. C. P. C (103 (1) C P. C) to forthwith respond to this call, failure whereof has been made punishable under sec 176 J. P. C. (187 J P C)

means, the doors, windows and ventilators shall be carefully fastened, and these as well as all drains properly guarded whereafter the lock of the entrance door shall be carefully secured and sealed from outside.

- (iv) Before starting the search, the Police officer-in-charge of the case shall notify his intention of searching the house to its owner or occupier whoever is present and shall make it known to such person in the terms of sec. 84 (1) J. C. P. C. (95 (1) C. P. C.) that if the articles for which the search is to be made are voluntarily produced, the search will be dispensed with and the voluntary production of such articles will be allowed to create an exculpatory circumstance in favour of the person producing them.
- (v) If there is no response to the above demand, the occupier of the house shall be called upon to remove the parda women, if any in the house. The outgoing women shall before leaving be searched under the authority of sec. 41 J. C. P. C. (52 C. P. C.) read with sec. 100 (3) J. C. P. C. (102 (3) C. P. C.) by a non-parda woman, and passed out of the house with due regard to decency. If, however, a woman or a man having a lien on the house under search or on a property contained in such house prefers to stay in the house, he or she, as the case may be, shall be allowed to remain present during the course of house search, which is a legal right of the owners and occupiers of buildings under search, vested in them under the provisions of sec. 101 (3) J. C. P. C. (103 (3) C. P. C.). The persons of such inmates too shall be searched under sec. 100 (3) J. C. P. C. (102 (3) C. P. C.) although they are not leaving the house; the copies of "*fard-jama-talash*" being supplied to them under sec. 101 (4) J. C. P. C. (103 (4)

C. P. C.), as in the case of persons made to leave the house. If ingress is refused or resistance offered, entry can be effected by force under the authority vested in Police under sec. 100 (2) J. C. P. C. (102 (2) C. P. C.) read with sec. 37 J. C. P. C. (48 C. P. C.).

- (vi) Only one or two Police officers shall be employed to actually conduct a house search; all other officers as also the witnesses present on the spot being made to wait and watch at the entrance. If, however, any of the witnesses care to go in, either of their own wish or at the request of the occupier of the house and voluntarily offer to be subjected to a search of their persons, they may be allowed to go in with the Police officers deputed to conduct the search.
- (vii) The officers deputed to conduct a house-search and such of the search witnesses, as have been allowed to accompany the conductors of search under the preceding rule, shall be subjected to a search of their own persons both on entering and leaving the house and shall, as far as possible, be stripped of all surplus clothes and contents of their pockets, before they enter the house.
- (viii) Conductors of the house search shall exhibit before the officer-in-charge and the search witnesses, such of articles recovered from the house as appear to bear points of resemblance with the articles wanted in the case, in the order in which each article is recovered from the house, stating in each case the exact place in the building from which the recovery has been made. He shall resume his work after each such article has been exhibited in the manner prescribed above and after the necessary explanations have been rendered regarding the place and position from and in which each article has been recovered. This process shall be

unceasingly continued till every room in the building has been thoroughly searched, special care being taken of any holes in the roofs or floors or any newly dug or excavated earth or a sinking point in any floor or open ground and of the drains, chimneys and the like, which sometimes form safe repositories for incriminating articles.

- (ix) The complainant in the case and any other person or persons who are capable of identifying the required articles and whom it is proposed to produce as prosecution witnesses in court, if present with the officer making the investigation, shall be placed well away from the house under search, in a position that they may not see the happenings at the scene of search. On termination of the search, such witnesses shall be called in individually and given every possible facility to identify the articles recovered from the house. To secure a reliable identification, the recovered articles shall invariably be mixed with as many of similarly shaped others, as can be conveniently collected, before each witness is called in to identify. Articles remaining unidentified at the end of the search which are neither required for evidential purposes in the case in hand nor are required for any lawful purpose connected with this or any other case, nor form the subject of this or any other offence, may be returned to the owner after being mentioned in the case diary concerned, without, however, being brought on the memo of recovery.
- (x) Such of the articles as have been duly identified or any others which though not identified are suspected of being connected with the case in hand, in one or the other form, shall be taken possession of, under sec. 101 (2) J. O. P. C. (103 (2) C. P. C.) and an inventory thereof drawn up under the same provision of law. Among

the articles not connected with the case in hand, if the recoveries consist of a weapon, a poison or any other article, possession whereof has been prohibited by law, a separate memo shall be prepared under sec. 412 J. C. P. C. (523 C. P. C.) and steps taken to obtain court's orders for disposal of the same, unless the recovery involves commission of a cognizable offence in which case, a "*ruqqa*" shall be forthwith sent to the Police station having jurisdiction for registration of the offence of unlawful possession in respect of such article, while the necessary investigation shall be continued by the same officer irrespective of the question of jurisdiction, till the officer having jurisdiction has arrived and taken over the case.

- (xi) On termination of the house-search, Police officers, and witnesses who have actually conducted the search shall, before leaving the house, be searched again so as to make sure that they bear nothing more on their persons than what they had at the time of entering the house.
- (xii) Each article recovered from a house-search and taken possession of, by the Police, shall be signed on the scene of search, by the search witnesses and the officer-in-charge, unless the nature of any article renders it incapable of bearing such signatures or thumb impressions.
- (xiii) When total recoveries have been made, the officer-in-charge shall draw up an inventory known as memo of search, as required by the provisions of sec. 101 (2) J. C. P. C. (103 (2) C. P. C.):—
 - (a) mentioning therein, particulars, description, specification and special features of each of the recovered and seized articles,

- (b) detailing reasons for believing such articles to be connected with the case under investigation,
- (c) giving names of search witnesses and of the conductors of search,
- (d) noting the colour, form, weight and if possible, also the taste of any drug, liquid or dry substance recovered from the house, which is suspected to be a poison,
- (e) noting particulars, description, weight and dimensions of the weapons of offence or house-breaking implements, if any, recovered from the house.

181. The memo of search shall be signed on the spot, by the search witnesses which is their legal obligation under sec. 101 (2) J. C. P. C. (103 (2) C. P. C.).

182. Such of the articles as require a chemical analysis shall be packed and sealed on the scene of recovery in the manner prescribed hereinafter, under rule 304.

183. As provided in secs. 101 (3) and 101 (4) J. C. P. C. (103 (3) and 103 (4) C. P. C.), the officer conducting a search shall supply copies of search memo, if demanded and paid for, to the occupier of the house, by way of a receipt of the articles taken.

184. The original memo of search shall be retained by the investigating officer for being filed with the final report, after its contents have been incorporated in the case diary concerned.

185. The Police shall take charge of and seize weapons, articles and property:—

Seizure of property.

- (a) under the implied authority of sec. 163 J. C. P. C. (170 C. P. C.),
- (b) in the course of searches made in Police investigations under secs. 40, 158 and 159 J. C. P. C. (51, 165 and 166 C. P. C.),
- (c) under sec. 147 J. C. P. C. (153 C. P. C.), as regards weights, measures, and instruments for weighing that are false,

- (d) under sec. 439 J. C. P. C. (550 C. P. C.), as regards property alleged or suspected to have been stolen,
- (e) under sec. 439 J. C. P. C. (550 C. P. C.), as regards property found under circumstances which create suspicion of the commission of an offence,
- (f) under sec. 19 of the J. P. A. (sec. 25 I. P. A.), as regards unclaimed property,*
- (g) under the provisions of local and special laws.

Each weapon, article, or other property not being cattle, seized under the circumstances enumerated above, shall be marked or labelled on the spot of recovery with the name of person from whom, and the place from where it was recovered, giving a reference of the number of F. I. R. or of the report of daily diary, as the case may be, on each label.

186. If the property seized or taken possession of is cattle, immediate steps shall be taken to obtain magistrate's orders, for its disposal. Pending magistrate's orders and in case of cattle connected with Police cases, pending conclusion of the investigation concerned, the animals taken charge of by Police may be made over to a reliable person on his executing a "*sapurdgi nama*" for the production of such animals at Police station or in court on demand. In exceptional circumstances, where the passing of such animals out of Police custody is attended with a real danger of the evidence pertaining thereto being damaged or destroyed, they may be impounded in cattle pounds, or kept at Police stations where no cattle pounds have been provided. The expenditure incurred in feeding such cattle shall be recovered from the Nazim concerned, by means of a judicial bill. On no account shall the owners of such cattle or the

*Ordinarily the Police shall not take possession of movable property as unclaimed when it is in the possession of an innocent finder, but in Jaipur city, the Police may, in compliance with an order issued by a competent court under secs 20 and 21 of the Jaipur Police Act (26 and 27 of the Indian Police Act) take possession and dispose of unclaimed property, made over to them by innocent finders.

complainants of cases be made to pay such expenses, unless the person executing a "*sapurdgi-nama*" happens to be the owner himself or is directly interested in any form in the welfare of such animals.

187. If any of the articles seized or taken possession of under the law quoted above require expert opinion of a medical officer, a veterinary surgeon, a chemical examiner, a serologist, a distillery expert, a handwriting expert, a mint-master, a finger-print proficient, a typewriting proficient, a chartered accountant, a firearm and explosives expert, a cinomotograph expert, a buildings, roads, or irrigation engineer, an architect, a mechanical, electrical, or automobile engineer or a superintendent of press-houses, it shall be packed in the manner prescribed hereinafter in rule 304 if capable of being so treated, and made up into parcels which shall be secured with sealing wax bearing the seal impression of a responsible officer and property marked and labelled. Such articles or parcels shall be despatched to the expert concerned under a forwarding docket issued from the C. P. O.

188. The Police shall send to court all weapons, articles and property connected with cases sent for trial and suspicions, unclaimed and other property as soon as possible after the recovery, but if retained in Police custody for investigation purposes, these shall if capable of being so treated be kept in the store-room and entered in the store-room register and the number of entry of this register added on the label.

189. In case of unclaimed property, copies of entries of the store-room register shall be sent to the Superintendent who shall obtain the orders of the Nazim concerned as to its disposal. Other properties shall be dealt with as the circumstances of the cases concerned may require.

190. In case of injuries to human beings, a statement known as "*naqsha mazrubi*" shall be filled in and sent to the medical officer having jurisdiction along with the injured person, in charge of a Police officer, for treatment and expression of opinion as to the weapon of offence with which such injuries appear to have been caused and the nature, specification and duration of each such injury.

191. In case of serious injuries, if the injured person cannot be removed to a dispensary without risk to his life or serious detriment or danger to his health, the investigating officer shall report the fact by the most expeditious means available to his Superintendent asking for the deputation of a qualified medical officer to the spot. If the divisional Superintendent of Police endorses this request, and the Nazim in charge of the district concerned entertains it, the senior medical officer present at the nearest state dispensary shall go and attend the injured person at the place where he is lying. In more urgent cases the Station officer may correspond direct with the medical officer having jurisdiction, sending copies of this communication to the Nazim of the district and the Superintendent of the division.

192. In case of a woman, if a medical examination is necessary by reason of injuries on her person or by reason of her being the subject of rape, she shall be first taken before a magistrate for record of her consent, without which no living woman can be subjected to an examination of her body. The same procedure shall be followed in abduction cases, when medical examination is suggested for determination of age. This restriction, however, will not apply to examination of those parts, exposure of which cannot be said to have violated a woman's modesty.

193. If an accused person stands injured, he shall be sent under a proper escort and may not be handcuffed unless the

injury is obviously slight and danger of escape or rescue really grave.

194. In case a death has occurred as a result of injuries, the statement of injuries shall be forwarded as an enclosure to death statement A B or C as the case may be. A statement of injuries shall not be dispensed with in such cases merely because the death statements which are supposed to contain a similar information, are being forwarded with the deceased.

195. Police officers shall not compel injured persons to submit to medical examination. Such persons have a right to be examined privately at their own expense, by medical practitioners of their choice or to go without a medical examination at all. Injury statements however, are intended solely for the use of state surgeons on whom alone the Police are entitled to call for a report. Such forms shall not be given to injured person for purposes of examinations at their private choice, nor shall they be sent with injured persons to state surgeons of other districts.

196. Police officers should as far as possible, refrain from sending persons whose injuries are obviously slight for medico-legal examination, and may exercise their discretion in obtaining a medical opinion as to whether or not, a particular injury constitutes a cognizable offence.

197. In case of injured animals, they shall be treated in the civil veterinary hospitals and the cost of treatment and feeding if any, charged by the veterinary department, borne by the Judiciary, unless an animal is unclaimed in which case such cost shall either be recovered from the owner if one is eventually found, or from the sale proceeds of the animal if it is eventually sold as unclaimed.

198. The report of a district veterinary surgeon in regard to the nature of injuries on animals shall be deemed to be an 'expert opinion'.

199. A dying declaration shall, whenever possible, be recorded by a magistrate. The person making the declaration shall, if possible, be examined in advance by a medical officer with a view to ascertaining that he is sufficiently in possession of his reason to make a lucid statement. The medical officer's certificate shall, where obtained, form a prefix to the declaration. If the condition of the person concerned is precarious and does not allow of his removal to the headquarters of a magistrate, the Nazim concerned shall be approached by the most expeditious means available for the deputation of a magistrate and a medical officer, to the place where such person happens to be lying.

200. If the danger of death is imminent and no magistrate is available or handy, the declaration may be recorded by a gazetted officer of Police.

201. If no gazetted officer is available either, the declaration may be recorded by the senior Police officer present on the spot in the presence of two or more reliable witnesses not connected with the Police department nor with the parties concerned in the case.

202. If no such witnesses can either be found without risk of the injured person dying before his statement can be recorded, it may be recorded in the presence of only two or more Police officers.

203. A dying declaration made to a Police officer should under sec 155 J. C. P. C. (162 C. P. C.) be signed by the person making it, but if for reasons of serious sickness or other cause he is incapable of affixing his signatures, a medical certificate to this effect should be obtained where possible and filed with the declaration, as its affix. It may be noted, that thumb impressions would not for obvious reasons, substitute signatures where dying declarations are concerned, though the person concerned may be illiterate.

204. A dying-declaration after it has been recorded and signed by all concerned, shall be taken charge of by the Police dealing with the case and reproduced in the case diary concerned whereafter it shall be preserved carefully for production in court, with the final report of the case.

205. Where an accused person concerned in a case under Police investigation makes a confessional statement before the Police, without any inducement or threat being given and the officer-in-charge of the investigation, on the one hand apprehends retraction of such statement unless recorded immediately, and on the other apprehends total failure of the case unless this confession is used in evidence due to the rest of the evidence being insufficient for purposes of a trial, such person shall be taken before a magistrate having 1st or 2nd class powers and produced before such magistrate with a formal written request made by Police for the record of his confession. Where more than one magistrates are present at the place or station at which such confession is proposed to be recorded the confessing person shall always be produced before the highest magistrate.

The magistrate before whom an accused person is produced for record of his confession will ordinarily forthwith remove such person from the company of Police officers and any others who may be present at the time and shall warn him in the terms of clause 3 of sec. 157 J. C. P. C. (164 C. P. C.), before he proceeds to record the confession. Ordinarily the magistrate will give him a few hours in seclusion, after he has been removed from the Police custody and Police environments, for reflection and meditation in circumstances in which he cannot be influenced by the Police. During the course of examination, if not earlier, the magistrate is bound to exclude the presence of all Police officers from the place where the confession is recorded, except only when he is satisfied that the safe custody

of the prisoner cannot be otherwise secured. Further, before starting the examination, the magistrate is bound to inform the confessing person, that he is absolutely free to speak or to refrain from speaking as he pleases and will invariably warn such person that if he chooses to speak, anything he speaks will be used in evidence against him. The magistrate will at the same time observe the demeanour of such person and may apply any other tests he chooses to satisfy himself that the prisoner is going to speak voluntarily.

If the confessing accused person stands all these tests, his confession will be recorded by such magistrate under clause 1 of sec. 157 J. C. P. C. (164 C. P. C.) and the recorded confession made over to Police for use during the trial of such person or his accomplices or both. After the confession has been recorded, the person making the confession shall, if in Police custody, be invariably transferred to Judicial custody, unless the Police are able to make out a very special case for his further remand to Police custody on the grounds of any specific objects connected with the investigation of the case concerned such as pointing out of a place, a recovery or discovery or identification of co-accused persons undertaken by such prisoner.

The procedure of having confessions and statements recorded under sec. 157 J. C. P. C. (164 C. P. C.) however, should not be resorted to ordinarily, unless this course has been rendered absolutely indispensable by reason of relationship or influence working against the prosecution. Such statements and confessions often reflect adversely on cases and do more harm than good to the prosecution. If for any strong reasons, it is decided to resort to this procedure, the confessing prisoner shall be kept apart from other members of his gang and when taken before a magistrate, a formal request shall be made that he may be kept segregated until his confession has been recorded and verified.

206. If two or more persons confess, they shall not be allowed to meet each other and their confessions should, if possible, be recorded by different magistrates.

207. A confession recorded under sec. 157 J. C. P. C. (164 C P. C) will be admissible in evidence under sec. 29 J. E. A. (30 E. A.), only if it bears:—

- (i) a magisterial certificate to the effect that before the record of his confession the accused person had been duly informed in clear terms of his freedom in the matter of making a confession and had been duly warned that if required this confession would be used in evidence against him;
- (ii) and a note from the magistrate, saying that to his knowledge and belief the confession is voluntary, taken in his direct presence and within his personal hearing and contains a true and full account of his statement which has been read out to and admitted correct by him

It is only this certificate and note which will secure the validity of a confession in the event of its subsequent retraction in court, which not infrequently happens in such cases. The Police officer, dealing with such cases shall, therefore, be fully careful to see that no prisoner is produced before a magistrate for record of his confession, unless he is fairly firm in his intention of making the confession and is not likely to go back on his words, when warned by the magistrate. While a witness retracting a statement recorded under sec. 157 J. C P. C (164 C P. C.) is liable for the offence of purgery under sec. 182 J. C P C. (193 C P. C.), an accused person, who retracts a confession made under this section of law, is not at all so liable, as the law entitles accused persons to make as many statements as they like.

208. No attempt shall be made to have confessions and statements recorded under sec 157 J. C. P. C. (164 C. P. C) on a

court holiday nor shall a confessing prisoner or a prosecution witness produced at the house of a magistrate for record of confessions and statements under this law. Irregularities of this kind, which obviously look minor at the outset and which a Police officer is often apt to commit in his anxiety over the case, may invalidate the entire confession or statement from admission in court. The person volunteering a confession or statement shall invariably be taken to court during working hours and the confession or statement as the case may be, recorded in open court during court hours, provided that if the magistrate is satisfied for reason to be recorded by him in writing, that the recording of a confession or statement in open court is liable to defeat the ends of justice, the confession or statement as the case may be, may be recorded elsewhere at the option of the magistrate recording it.

209. If in a case triable exclusively by a court of sessions or punishable with imprisonment of 10 years or more or in a case falling under one of the sections of penal law mentioned in sec. 257 J. C. P. C. (337 C. P. C.), it appears desirable or necessary to the successful prosecution of the offenders, that one or more persons accused of the offence should be admitted as approvers, the Superintendent of the division shall apply to the Nazim concerned, for grant of pardon.

210. Where in a case of this nature, an accused person voluntarily tenders a confessional statement before the investigating officer in the hope of obtaining a pardon, such Police officer if he is not a gazetted officer, shall refrain from holding out hope or promise, but shall record what the accused person volunteers to state and, if after an enquiry conducted by such officer, the facts related by such person are found to be true and of sufficient importance to justify such a course, such Police officer shall recommend his case to his senior officers with a

view to a pardon being granted by a competent magistrate.

211. Subordinate Police officers shall take no steps towards grant of pardons without the previous sanction in writing of a gazetted Police officer. The selection of an approver from amongst the lot of accused persons shall be the personal prerogative of the Superintendents and will not be left to any enrolled Police officer. In making a selection, the Superintendents shall have due regard to:—

(i) the antecedents of the proposed approver,

(ii) his share in the crime,

(iii) his direct knowledge of the facts constituting the crime.

212. Superintendents shall exercise due care in making selection of approvers. On no account shall a hardened criminal whose remaining at large is believed to be detrimental to society, be recommended for grant of this privilege although his testimony may be of the fullest value to the case, nor shall the principal offender in a case be selected for this privilege, although he may be in possession of fuller information. The selection shall, as far as possible, be confined to such of the offenders only, as are not the arch-perpetrators of the crime, and yet are in possession of facts, which hold out a definite promise of connecting all the links of prosecution story from the stage of preparation to that of commission and completion of the offence, and corroborative evidence whereof is available at least on the material points, if not on the complete story.

213. On being turned an approver, an accused person will assume the position of a witness and as such his statement will ordinarily be given the same treatment and consideration, as that ordinarily due to prosecution witnesses under the law of relevancy, but if a portion of the statement made by an approver remains uncorroborated, this privilege will at once cease in its effect, especially in cases where accomplices are implicated in such statements as according to the spirit of law, no more

value can be attached to such statements than to that of an accused person, unless ample corroboration has been found of the facts contained therein. The interests of prosecution will therefore, be served better if such statements are confined only to the facts which have found corroboration from independent sources. The officers-in-charge of Police station, shall be careful to see, that unverified and uncorroborated facts are not stated in court by approvers and that corroborative evidence in support of the facts related by approvers is unfailingly produced in court, following their own statements.

214. When it is considered necessary to record or communicate to other Police stations, information regarding unidentified corpses, unclaimed children, missing persons, unclaimed, lost or stolen cattle or other property, notices in the forms given in the appendix shall be prepared and despatched to such of the Police stations as the Station officer thinks fit, care being taken, that only property easy of identification is included.

- Police notices.**
- (i) If the matter is urgent, the necessary copies shall be made at and despatched direct from the Police station, otherwise the required number of copies shall be made by means of duplicating process in the office of the Superintendent of the division and despatched without delay to such Police stations and posts as the submitting officer may recommend and also where necessary, to the office of the Inspector-General for publication in the state gazette. In addition, in all important cases, information shall be communicated to the zimmewar chowkidars visiting the Police station, with a view to its circulation throughout the jurisdiction of the Police station.
 - (ii) Office copies of the notices referred to above shall be kept at the Police station of issue and these, as

well as the notices received from other Police stations shall be given an annual serial number under each class separately and filed for seven years in two bundles, one containing notices of the home Police station and the other those received from other Police stations.

(iii) Such notices shall be compared with a view to tracing missing persons and owners of unclaimed property, and for establishing identity of unidentified corpses, unclaimed children etc. and results noted in the column of remarks.

(iv) When such notices are received from other districts and provinces, the Superintendents shall exercise their discretion as to the Police stations to which they should be circulated and the necessary number of copies shall be made in their own offices, if duplicate copies are not received from the forwarding officer.

215. Notices of novel or professional offences and memoranda embodying the shifts and artifices of noted criminals and their *modus operandi* shall be sent for publication in the state gazette for general information.

216. It is an important duty of the officer-in-charge of a Police station to arrange for the systematic and prompt dissemination of hue and cry notices and intelligence throughout the area in which the offenders or the property, or both are likely to be found.

In addition to the agency of the Post office and zimmewar chowkidars, special measures for the communication of intelligence shall be adopted in urgent cases and use of telegraphs, telephones, taxis and special messengers freely made, according as circumstances require

217. In all cases of dacoities, more especially the dacoities and robberies committed with murder or under arms, cases of drugging with intent to rob and other serious offences endangering

the peace of locality, the officer-in-charge of the Police station concerned shall, unless the offenders are forthwith arrested, send information thereof as rapidly as possible and by the quickest means available to the villages within his jurisdiction and shall send written vernacular hue and cry notices known as '*Ishtehar shor-o-goga*' in the form given in the appendix, to all neighbouring Police stations and to such other Police stations, whether in the same division or outside as may be deemed necessary, giving all particulars likely to afford a clue to the offenders.

218. When a written hue and cry notice is sent for publication in another division, only one copy shall be sent and the Superintendent receiving it shall have a sufficient number of copies made for rapid circulation in those Police stations only where publication of the notice is likely to serve a useful purpose.

219. In cases of importance in which a reward is offered and a clear description of the accused persons and the stolen articles is available, the Superintendent shall, simultaneously with the issue of vernacular hue and cry notices, send this information in english to the office of the Inspector-General for publication in the state gazette.

220. When a case challaned under sec. 398 J C.P.C. (512 C.P.C.) comes up before court, the prosecution shall, as the first step of trial, lead evidence to show that the accused person is absconding and evading arrest purposely. The Police officer, who conducted the search of such person, shall be produced as the first witness of the case in order to prove that there is no immediate prospect of arrest, this being a legal obligation under this law. After the record of this evidence, the magistrate shall be requested to issue court warrants for the arrest of the absconding offender. This warrant when obtained shall be made over for service to the said Police officer who conducted the preliminary search and is present in court after making his deposition.

The said Police officer shall forthwith take the warrant to his Police station and after obtaining the necessary endorsement from his Station officer shall without losing any time, proceed to the residence of the absconding offender for its execution.

If the offender still remains untraced, the said Police officer shall collect the necessary particulars from the local patwari regarding any property belonging to the absconder, and shall prepare a memorandum thereof under the signatures of one or more village officers. After obtaining his Station officer's endorsement on this memorandum, he shall proceed back to the head quarters of the court and deliver the memorandum to the Prosecuting officer without losing any time.

221. The Prosecuting officer while returning the unexecuted warrant shall move the court for issue of a proclamation order under sec. 77 J. C. P. C. (87 C. P. C.) and shall produce the said memorandum regarding absconder's property, for issue of an attachment order under sec. 78 J. C. P. C. (88 C. P. C.)

222. The attachment order when issued shall be served in the manner prescribed in sec. 78 J. C. P. C. (88 C. P. C.), and in case of immovable property shall be forwarded to the local Tehsildar who may call for Police assistance, if necessary.

223. To obtain best results, these operations should be expedited briskly and completed so far as possible within one week from the date of presentation of challan under sec 398 J. C P C. (512 C. P. C.). The wordings of sec. 78 J.C.P.C. (88 C.P.C.) clearly point out, that the order for attachment of property may be passed any time after the issue of proclamation order under 77 J.C P.C. (87 C.P C) It follows, therefore, that proclamation and attachment may lawfully be simultaneous. See "29 Calcutta 417".

224. Photographs and search-slips of finger impressions are two of the essential requirements of Police investigations and should be freely made use of, for evidential purposes and for leading pursuits and tracing offenders.

Photos and finger-
impressions.

Photography and finger-printing are arts which can only be acquired by a regular training. Accordingly a provision has been made in the local Police Training School for the training of all Police recruits and cadets in these branches of Police work.

225. Finger-prints of all persons convicted of offences under chapter XII or chapter XVII I. P. C., or under the specified offences scheduled in the appendix, are prepared by the Prosecuting officers on each such conviction and forwarded to the finger print bureau, Mount Abu, for permanent record.

On the arrest of an accused person, if there is any doubt as to the identity of the arrested person or regarding his past history, his search slips shall be prepared in the Police station concerned and forwarded to the said Bureau with a view to ascertaining his correct particulars, antecedents and previous convictions and a note made in the charge sheet, inviting the prosecuting officer's attention to the fact, and requesting the court to await the bureau's reply before a final judgement is passed in the case. In case an accused person happens to belong to a foreign territory, additional search slips shall be sent to the bureau of the province or state of which he is a resident besides those sent to the F. P. B. at Mount Abu, and if he appears to be a professional or an habitual offender, also to the central bureau, Simla, for ascertaining his all-India criminal activities.

226. On every occasion when the name of a male member of a criminal tribe is registered and brought on book 8 under sec. 11 J. C. T. A. (11 C. T. A.) the finger impressions of such person shall be obtained under the supervision of the Superintendent concerned and sent to the central prosecution agency, Jaipur for being forwarded to the finger print bureau, Mount Abu, where a systematic record of finger prints of all such members is permanently kept.

In the event of subsequent arrests made of members of criminal tribes, search-slips of the arrested persons shall be

prepared and sent in the manner prescribed in rule 225 and particulars of previous convictions if any on record at the bureau obtained for award of enhanced punishment under sec. 21 J. C. T A (23 C.T.A.). Another advantage derived from this procedure is obvious, that a registered member, who is found anywhere beyond the boundaries of this village and is attempting to conceal his identity, will be easily spotted through the search-slips and proceeded against under sec. 20 J. C. T. A. (22 C. T. A.) on the strength of information supplied by the finger print bureau.

227. The models of impressions of foot-prints where necessary, shall be obtained by the use of a
Casts and moulds composition, which consists of resin mixed with wax or paraffin in suitable proportions, whereby is obtained at a small cost, a compound which becomes quite fluid at a temperature below the boiling point of water, and which becomes hard and tough on cooling and may, without injury to the impression, be washed clean with water. A suitable proportion is resin two part; paraffin one part; experience will show the precise proportions of the ingredients which give the best results in different classes of impressions and in different climates and varying seasons.

- (i) A sufficient quantity, of this composition after it is broken into small pieces should be melted on a slow fire in a copper-bottomed kettle or a tin-pot with a spout holding about two quarts. The composition should be in sufficient quantity to fill the kettle 3 quarter full and should be stirred gently with a small stick during the process of melting, as it should never be allowed to boil nor should be used too hot.
- (ii) A cast of a track should as a rule be from three-quarters to one inch in thickness and to obtain this, it is only necessary to pour into the track, as much fluid of this melted composition as it will hold. The spout of the kettle should be placed as near the track as possible and

ones. The powder should be gently poured over the disturbed surface and immediately afterwards washed away by a gentle blow of breath. By this simple process, the ridges and the special features of fingers will become prominently visible to the naked eye, if there exist any. Photographs where necessary, should then be taken of the portions bearing such marks, which could in the event of a prosecution, be used with a very great advantage for evidential purposes.

229. Tracks are of the first importance in the investigation

Tracking. of crime and the tracking is a useful art applied in the investigation of cases where tracks have been left behind by offenders, animals used by them for conveyance purposes, or those removed by them, which form the subject of offence.

Officers-in-charge of Police stations shall instruct all their subordinates as well as all patels, mukhias and zimmewar chowkidars that when any crime occurs, all foot-prints and other marks found on the scene of the crime should be carefully preserved and a watch set to see that no unauthorised persons go near such place.

230. A tracker where available shall be invariably employed in such cases to help the investigating officer in leading the tracks. Where the tracks fail on the way and cannot be led further, the tracker shall, after he has carefully and minutely seen the original tracks at the scene of occurrence and has prepared a detailed note of the nature, measurements and peculiarities of each impression, be employed at this or any subsequent stage of the investigation, for comparison of the contents of this note, with the foot-impressions obtained by a practical demonstration generally known as 'track parade' of the person or persons suspected in the case. To secure a reliable record of identification, the track parades shall be held in front of two or more respectable witnesses unconnected with the Police and parties and also where

possible, in the presence of a magistrate. A soft or sandy ground about 50 paces in length and half this size in width shall be prepared for holding this test. The suspected persons shall be made to walk in line with a number of unconnected persons of about the same size, same religion and so far as possible, equal status, who shall be assigned positions in the row in accordance with the wishes of the suspects; the order of falling in being noted on a separate piece of paper by the investigating officer and the parade witnesses.

231. The suspects shall be kept carefully concealed from the view of the tracker when the parade is being arranged. After the foot-impressions of the suspected persons have been obtained in the manner stated above, the tracker shall be called up and asked to pick up such of the tracks, as in his opinion, afford resemblance with those noted on the scene of occurrence. He shall be given a fair chance but under the strictest safeguards and shall not be interrupted in his observation, nor any way prompted while he is engaged in inspecting the impressions made by the suspects.

232. If any tracks are identified by the tracker, his statement shall be recorded as to the grounds of his claim to identify them, and a memo of 'track parade' prepared by the investigating officer which shall be signed by the tracker, the witnesses and the magistrate if one is present. The above stated note shall be appended in original to this memo and a copy of the entire document retained in the case diary concerned.

233. Where the suspected person or persons happen to be in judicial custody or are serving sentence inside a jail, the parade shall be held inside the jail premises, in accordance with the jail rules.

In cases where casts have been made out under instructions contained in rule 227, the evidence of the tracker shall, in traced cases, be invariably substantiated by exhibiting such casts in court, during the course of trial of such offenders

234. To secure a reliable identification of accused persons is an important duty of Police, which should be carried out most carefully and methodically. The identifications shall be secured as soon as possible after arrests and strictest care exercised and exhaustive precautions taken for ensuring correct identifications. Among others, the following are absolutely essential points which should be unerringly observed at the time of holding identification-parades:—

Identification
proceedings.

- (a) The identifying witnesses shall be stationed well away from the scene of parade and placed in a position which utterly eclipses the view of the parade-ground. Arrangements shall be made to ensure that such witnesses are kept separate from each other and at such a distance from the place of identification as shall render it impossible for them to see the suspects or any of the persons concerned in the proceedings, until they are called up to make their identifications. Invariably a reliable person shall be placed with the identifying witnesses to see that no collusion takes place between them and the Police during the course of identification proceedings.
- (b) Means of communications between the place of identification and the place or places where the identifying witnesses have been made to wait, shall be totally disconnected till the parade is concluded and no one, nor even a Police officer shall be allowed to walk from one place to another. It is important that once the arrangements for the proceedings have been undertaken, no Police officer shall have any access whatever, either to the suspects or to the witnesses, as the value of these tests is inevitably liable to be called in question by defence, during the trials of such cases.

- (c) The persons whose identification is in question shall be kept outside the view of the witnesses, under the charge of a reliable person unconnected with the Police and the parties and may, if they so desire, be allowed to muffle up their faces, till they are called up to join the parade.
- (d) Such persons shall, after handcuffs and other prominent signs have been removed, be made to stand in a row with as many of unconnected persons as can be conveniently found; care being taken that the men joining the parade are, as far as possible, similar in size, age, dress and general out-looks, to those of the persons under identification and belong to the same religion, with an almost equal social status.
- (e) As soon as the row has been formed in the manner stated above and every one has fallen in the row, the accused persons shall be given the option of changing their pagris and other pieces of dress with their neighbours in the row, if they so desire, but in no case shall an accused person be allowed to alter his appearance, so as to make it difficult to recognize him.
- (f) As the last precaution, the accused persons shall, before a witness is called in, be allowed to change places with others in the row if they so desire and if desired further, this procedure may be repeated before each witness is called in, to the parade-ground.
- (g) The witnesses shall then be brought up individually to attempt their identifications. Care shall be taken that the remaining witnesses are still kept out of sight and hearing and that no opportunity is permitted for communication to pass between witnesses who have been called up and those who have yet to come up, and full precautions shall be taken to ~~avoid confusion~~

between the witnesses and the Police. The test as a whole shall be fair and the identifying witnesses shall be given a fair chance of attempting their identifications, though under strictest safeguards; conditions, however, shall not be imposed which would make it impossible for a witness to identify an accused person when he is honestly capable of making the identification.

235. The parade shall be convened by a gazetted officer of Police, if possible, or the senior-most Police officer present on the spot, in the presence of two or more respectable inhabitants of the locality not interested in the case and also, where possible, of a magistrate, who shall be asked to satisfy themselves that the identification has been conducted under conditions precluding collusion. A memo of identification parade shall be prepared in the prescribed manner and the results of the test recorded in this memo individually as each witness views the suspects. On termination of the identification proceedings, the magistrate if one is present and the independent witnesses who have witnessed the parade shall be requested to sign the memo and certify therein, that the test has been carried out regularly; that no collusion between the Police and witnesses or among the witnesses themselves was possible and further that an independent and reliable person unconnected with the Police and parties was present throughout the proceedings, at the place where the witnesses were kept, to prevent such collusion.

236. When the accused person or persons happen to be in judicial custody or are serving their sentence in a jail, the parade shall be held inside the jail building, in accordance with the jail rules.

For proving memos of track and identification parades, the following evidence shall be necessarily produced in court :—

- (i) An independent witness to state that he was personally present with the identifiers or the trackers,

as the case may be, and to vouch that such witnesses had no chance whatever of collusion with the Police or amongst themselves nor had the remotest chance of seeing the accused persons before reaching the parade-ground.

- (ii) Another independent witness to state that he was personally present with the accused persons and to vouch that there was no chance of any of such persons having been seen by any of the identifying witnesses or the trackers, as the case may be, before the latter actually arrived at the parade ground.
- (iii) The tracker or the identifier, as the case may be, and the supervisor, convener and the witnesses of the parade, to prove the conduct of the parade proceedings and the document of memo.

238. Evidence of handwriting, if definite and reliable, forms, a rebuttable proof in the prosecution of cases which are based on writings, when such writings are denied or are likely to be denied in court by the person who is supposed to have written them. The most frequent of these cases are forgeries, frauds, embezzlements, misappropriations and falsification of accounts, in which any such writing is in question:—

239. Handwritings shall be proved either:—

- (i) by the evidence of a witness who has frequently seen the person concerned writing on different occasions and is able to identify the writing in question. Invariably he will be a relation, a friend, an acquaintance, an employer or employee, a co-official in an office, shop, firm, or institution or one who has or had business dealings with the person concerned and has in any one or more of such capacities had ample chance of actually seeing him writing. The mere fact of

having received letters and communications in the handwriting of a certain person forms no evidence whatsoever and shall serve no useful purpose in court proceedings. The rule of relevancy demands that the witness must have actually seen the person concerned writing in his direct presence and this must be so often that the witness has attained familiarity with the style and peculiarities of his handwriting; the standard test being that the witness should be honestly capable of recognizing the handwriting in question, if mixed up with several others and placed before him in a lot. Any evidence falling short of this standard will serve no useful purpose, as the defence counsels not infrequently demand such tests being held in open court with a view to question the credibility of handwriting evidence, which is their legal right,

- (ii) or by the evidence of a handwriting-expert who has compared the writing in question with the specimen handwritings of the person who is supposed to have written it. If this course is decided upon, the person concerned shall be taken before a magistrate or in his absence, before a gazetted officer of Police and made to write sufficient matter on different pages at the dictation of this officer. Each such page shall contain a series of figures, phrases and prominent words occurring in the writing in question and each shall be endorsed by the said officer in the words 'written by A or B or C (or any other letter of the alphabet which has been substituted for the name of the writer, the idea being to keep the name of the writer secret from the expert and his staff) in my presence and at my dictation on, such and such date.'

240. The specimen writings obtained in the manner stated

above and the writing in question shall then be packed, sealed and forwarded to a handwriting-expert for examination and expression of expert opinion; the name and address of such expert being kept secret from the parties till he actually appears in court*.

241. For purposes of sec. 63 J. C. P. C. (75 C. P. C.) convictions awarded by foreign courts have not been held to be relevant by the Jaipur Judiciary and therefore no attempt shall be made to prove such convictions excepting only in cases of bad livelihood.

Evidence of previous convictions.

242. On convictions awarded by the Jaipur courts, fingerprints of each convict are taken and sent to the finger print bureau, Mount Abu, for permanent record, as described in rule 225.

243. If a reply to a 'naqsha tasdiqi-i-sakunat' (which is invariably sent on every arrest to the home Police station, under instructions prescribed in chapter IV) discloses one or more previous convictions against the arrested person, the reporting Police station shall proceed as follows:—

- (a) a search slip shall be prepared in the prescribed manner and sent to the finger print bureau, Mount Abu, for comparison with the finger prints, which are on permanent record there.
- (b) on receipt of a reply from the said bureau or at an earlier stage on receipt of a reply from the home Police station, if a previous conviction is disclosed by these reports, a reference shall be made to the

*Experts have often refused to give opinions on insufficient data and it would be useless to seek their help, if the writing in question consists only of a line or less or only a signature or two, or mere figures, similarly where the handwriting evidence is not so very important relatively to the whole body of the evidence, it should always be dispensed with, as on the one hand, handwriting-experts often express their inability to give definite opinion in cases in which the writer has taken care to change the style of his writing which not infrequently happens in such cases and on the other, the standard of proof demanded by courts in cases involving evidence of handwriting is extraordinarily high and they simply refuse to entertain an evidence in regard to handwriting which is not absolutely definite

Superintendent, central jail, Jaipur quoting particulars of the convictions pointed out by the home Police station and the finger print bureau and asking for confirmation or otherwise of this information.

244. The jail authorities shall thereupon supply a memo in the prescribed form giving particulars of the case, full name and detailed description of the convict and the dates of his admission in and release from the jail, as recorded in the jail register. This memo has been held to be admissible in evidence for operations of law under sec 63 J. P. C (75 I. P. C.) and shall be forwarded to the court concerned for award of enhanced punishment provided under this law

245. As the Police station records are not expected to be as complete and exhaustive as those of the finger print bureau, it would be inadvisable to rely on the 'naqshas tasdiq-i-sakunat' alone. Replies to search slips must, therefore, be awaited before proceedings under section 63 J P. C (75 I. P. C.) are instituted.

246. If the finger print bureau report is not received till the stage of a challan, a mention of the fact shall be made in the charge sheet concerned and a request made for trial of the case by a magistrate having full powers, unless the magistrate ilaqa is competent himself to award enhanced punishments under this law. In either case, the court concerned shall be requested to await the bureau's reply before the final judgment is passed.

247. The officer, who prepared the search slips shall, after making his deposition, introduce the bureau's report in court, which shall be taken judicial notice of, without being proved by the bureau officers, this being a special privilege recognized by law, in the case of expert opinions given by finger print and chemical examiners.

248. A jail memo is admissible in evidence under sec 377 (b) J. C. P. C. (511 (b) C.P.C.) subject to the convict's identity

being proved by independent evidence. A jail official, who is able to indentify the convict, shall accordingly be summoned and examined in court on the point of the convicts' identity. If no such jail official is available, the complainant or a witness of the case in which the conviction was awarded shall be produced in court to prove the identity of the convict. If no such person can either be found, the Police officer, who conducted the investigation of the said case, shall prove the accused person's identity in court. In such cases, the court concerned shall be requested to take judicial notice of the original judgments passed previously against the person under trial up to a limit of three awards, which is the recognized standard for operations under section 63 J. P. C. (75 I. P. C.).

249. Where a case reported at one Police station is found to be an occurrence of another Police station, *Disputed jurisdiction.* the facts constituting the case, shall be recorded in the daily diary, instead of in the F. I. R. and a copy thereof immediately sent to the officer-in-charge of the Police station having jurisdiction. Pending arrival of an officer from that Police station, the Station officer of the Police station, at which the report was first made, shall forthwith start the investigation, taking all possible measures in his power for securing the arrest of offenders and recovering the property involved. Likewise, if after registration of offence and commencement of the investigation, the investigating officer discovers that the offence was committed in the jurisdiction of another Police station, he shall send information to the officer-in-charge of such Police station and shall continue the investigation in the same manner as he would do in a case of his own jurisdiction, till an officer from such Police station has arrived and taken over charge of the case. Should this officer dispute the jurisdiction, both of them shall jointly carry on the investigation, (charge being held by the senior of the two) until the question of jurisdiction has been

finally decided by superior authorities. Where a case is transferred due to the question of jurisdiction, it shall be registered at the Police station, in the jurisdiction of which the offence occurred and cancelled from the one, at which it was erroneously reported. If territorial-jurisdiction is disputed, the matter shall be referred to the administrative officers controlling the Police departments of both the territories and the investigation carried on either side, till a final decision is arrived at between the Political authorities concerned.

250. Section 151 (1) proviso 'a' of the J. C. P. C. (157 (1) proviso 'a' of C. P. C.) gives option of abstaining from local investigation of unimportant cases in which the offenders have already been named in the F. I. R.

This provision of law, does not, however, allow of total abandonment of cases. It is only a facility for dispensing with local investigations in pre-traced cases of little or no importance and has been afforded on the presumption that after nomination of the accused persons in F. I. R., the formal enquiry (which when the offenders are known, could not involve any detective skill) can be safely conducted at the headquarters of Police stations without visiting the spots.

251. The same section under proviso 'b' provides that the officer-in-charge of a Police station shall totally dispense with an investigation if it appears to him that no sufficient grounds exist for entering into one. This again is an option and by no means an obligation. The force of the word *shall* occurring in this section is immensely mitigated by the phrase *if it appears to Police* forming part of the same sentence in this section. It follows, therefore, that the dispensation of investigations is the Station officer's own prerogative, which he is entitled to use in cases in which according to his own finding, an investigation appears unnecessary.

252. The facility afforded by this law has been extended merely with a view to reducing the unnecessary labour involved in cases which do not actually need Police investigation, protection or support, *e. g.*,

- (i) cases of trivial nature which do not bear any special points of importance, .
- (ii) cases made up of technical offences, investigation whereof is not likely to serve any public interest,
- (iii) cases in which the property involved is grain, coin or other unidentifiable species, value whereof is not very large,
- (iv) unimportant cases where the informants and complainants, do not wish for an investigation, and where the investigation if at all forced in spite of their apathy, is not likely to serve any public interest, and
- (v) such other cases which from the facts on surface, do not seem to require any detective skill for sifting out the evidence.

Cases or burglaries and thefts, however, which being the staple crime of the state, rightly deserve the first care and attention and ought therefore to be traced, completed and challaned in the public interest, if not in the individual interest of a single complainant, shall not be ignored under the garb, of proviso 'b' and dropped on the excuse of the complainant's wishes being to the contrary. The so-called wish is seldom voluntary and genuine, and if at all so in any singled-out case, it only betrays lack of complainant's confidence in the Police and their methods. More frequent would be the cases, investigation whereof is likely to prove detrimental to the interests of a complainant or is likely to adversely effect in his private, social, official or public life or his general reputation in society or in any sub-judice case in which he happens to be interested for or against or his property happens to be involved. It should be clearly understood that

a wish expressed by an interested party cannot be held to be binding on Police and their actions cannot be directed and regulated merely to suit interests of individuals as against interests of the public in general.

253. The correct reading of this law, therefore, is that an investigation which apparently serves a public interest must be furthered irrespective of the complainant's wishes, whether or not it suits his personal purposes. Accordingly a case of theft or burglary, though obviously unimportant and simple, shall not be dropped merely because a complainant does not like to proceed with it. It needs no confirmation that an investigation conducted into a case of theft or burglary, if nothing more, is bound to serve a really useful purpose in the way of prevention of crime emanating from the criminal or criminals responsible for this particular offence and as such will directly and definitely serve the interests of public in general. Similarly a crime which appears to have been committed by a professional or a habitual offender should never be allowed to go uninvestigated, merely because the complainant who may have mercenary or ulterior motives behind, does not wish to proceed with the investigation.

254. The cognizable cases which seem to rightly and lawfully deserve this treatment are:—

- (a) cases of hurt reported against named individuals in which the injury is not very serious and recovery of a weapon of offence is not in question, nor the accused are known as professional or habitual offenders,
- (b) cases of criminal assault, subject to the same conditions as laid down in the preceding paragraph,
- (c) cases of civil nature arising out of business dealings which, though technically covered by the definition of cheating, are lacking in criminal intention, and
- (d) such other cases of technical nature in which criminal

intention is absent or is different from the one intended by the law framers. *

The cases falling under the above mentioned classes which serve only individual interests as against interests of the public in general and which do not seem to require any special detective skill for tracing them, shall always be held as secondary in the order of precedence and the benefit of provisos 'a' and 'b' shall, in future be derived in such cases alone. On no account shall the investigation of an offence against property be allowed to suffer owing to the so-called wish of a complainant, unless the offence is entirely lacking in importance and is purely technical in nature.

255. Whether or not any investigation has been dispensed with under either of the two provisos of sec. 151 (1) J. C. P. C. (157 (2) C. P. C.), a F. I. R. must essentially be framed, followed by a final report submitted under sec. 166 J. C. P. C. (173 C. P. C.); the only difference being that in cases covered by proviso 'b' no case diaries shall be prepared or submitted to the superior officers. In cases covered by sec. 83 J. P. C. (95 I. P. C.), however, which provides another discretionary power of abstaining from investigations of trivial offences involving property carrying little or no value, no F. I. R. need be recorded nor any other record framed, except only a report entered in the daily diary as is done in the case of reports of non-cognizable offences.

256. If the officer-in-charge of a Police station decides to act under either of these two provisos, he shall record his reasons for so doing in the F. I. R. under head '*Karrawai Police*' as required by the provisos of sec. 151 (2)

*I regret to note that the classes of cases mentioned in this rule which for the reasons explained therein do not seem to warrant much of our care, have nevertheless found more favour with our investigating staffs than even their real work which lies in the detection of offences against property, evidently because these are easiest to investigate and success therein yields to simple efforts, as against the difficult task of having to trace offenders and stolen properties involved in cases of thefts and burglaries.

J. C. P. C. (157 (2) C. P. C.) and shall, if he is altogether dropping an enquiry under proviso 'b', notify this fact to the complainant or the informant, as the case may be, by means of a written order known as '*Itla adam taftish*' issued in the form given in the appendix, which also is a legal obligation placed on Police *vide* the latter part of the same section.

257. For an offence in which the Police have, after taking all the measures in their power, failed to find a trace and it is considered advisable to suspend investigation, the Station officer concerned shall close the case with a final report drawn up under sec. 166 J. C. P. C. (173 C P.C). The Final report sent in such cases is known as "untraced report" or "adampata" and shall contain a brief summary of the first report followed by the reasons of failure, the names, and particulars of suspects, if any, and the grounds of suspicion. The cases which fail in court for want of proper proofs or as a result of a mutual compromise effected between the parties or where an accused person dies during the course of a trial shall also be classed as untraced for purposes of crime statistics.

258. For an offence which, as a result of the investigation made in connection therewith has been proved to be false, non-cognizable or of a civil nature, as also for one which by reason of a different jurisdiction has been registered at another Police station, the Station officer concerned shall drop the investigation with a final report sent up for cancellation of case under sec. 166 J.C.P.C. (173 C.P.C.). The final report sent in such cases is known as cancellation report or "adamwaqua" and shall contain a precis of the F. I. R. the result of the investigation and the specific grounds on which the cancellation is recommended; the cases which are dismissed in court as 'no offence' shall also be classed as 'adamwaqua' for purposes of crime statistics.

259. Where a case is believed to be maliciously false, the cancellation report shall give concise reasons of such belief which could be advanced in court in order to obtain the magistrate's permission for institution of proceedings under sec. 171 J. P. C. (182 I. P. C.).

260. Where a case is dropped by reason of a different jurisdiction, the cancellation report shall necessarily mention whether the report has been duly registered at the Police station concerned, without which no cancellation will be eligible for acceptance. In such cases the final reports shall not be forwarded to the magistrates, as the Superintendents of Police are fully competent to pass final orders in all cases of foreign and disputed jurisdictions.

261. Where a case is found to be of military jurisdiction, the record intended for the magistrate shall instead be forwarded to the Officer commanding the corps concerned through the Superintendent of the division. The said commanding officer after holding such departmental enquiry as he deems fit, shall communicate the result of the court-martial trial to the Superintendent concerned and the latter shall thereupon direct action in the terms of the court martial finding.

262. When a cognizable offence is committed in any part of the Jaipur territory and the offender or offenders responsible therefor have been caught in a foreign territory, after a hot pursuit led in the terms of the treaty existing between the two Governments; or where such offenders have made good their escape to the jurisdiction of a foreign territory or have migrated after the commission of offence to a place outside Jaipur territory (whether or not their home is situated in such foreign territory) and are subsequently arrested in the jurisdiction of such foreign territory by or at the instance of the Jaipur Police, the offenders thus arrested shall be forthwith placed in the custody of the foreign

Police concerned, and a formal requisition made to such foreign Police asking for detention of the arrested persons in their custody, pending their extradition to Jaipur.

263. Consequent on an arrest made in a foreign jurisdiction under the circumstances enumerated above the officer-in-charge of the state Police station in the jurisdiction of which the offence in question has occurred, shall forthwith set on to collect evidence available in the case; make out a summary known as *prima facie* evidence, which shall be produced in the Nizamat concerned by means of an incomplete charge sheet. After the record of the *prima facie* evidence in the court of Nazim concerned, the case shall be forwarded, with as little delay as possible, to Chief court, Jaipur, where the evidence on record will be scrutinized and the case passed on to the Council of State, if found fit to stand a judicial trial. If the Judicial member is satisfied that a proper case has been made out, the *prima facie* evidence shall be forwarded to the Government Political officer concerned, through the Resident in Jaipur, for the surrender of such arrested persons to this State.

264. In the event of the evidence on record not being found sufficient to warrant a conviction, the case will ordinarily be dropped by the local authorities and intimation sent thereof to the Judicial department of the territory concerned, for immediate release of the arrested persons.

265. Any investigation or a part thereof remaining incomplete at the stage of preparation of *prima facie* evidence may be completed after submission thereof, but shall not on any account be delayed beyond the period fixed under the inter-territorial treaties, for detention of arrested persons in foreign territories in extradition cases.

In cases, where the presence of an accused person is considered necessary for the completion of investigation in any of

its issues, such as, pointing out of a place by the arrested person, discovery of a fact or recovery of a stolen article by such person, his identification by the prosecution witnesses and the like, a request shall be made with the least possible delay, to the Judicial member, Council of State, through the Inspector General of Police Jaipur for such person being placed (on his arrival at Jaipur) in the custody of the investigating officer for a limited number of days which shall be specified in the request; detailing the points of necessity and the specific grounds on the strength of which the request is made. If the grounds advanced in the request are found reasonable and sufficient, a permission will ordinarily be granted but for a mere identification of accused persons, the Judicial authorities may direct the identification proceedings being held in the Jail premises instead of the accused persons being made over to Police. In urgent cases, where evidence is likely to be tempered with in the event of delay occurring in the extradition of offenders, the Judicial member, Council of State, Jaipur shall be requested to move the foreign authorities concerned, for permission being granted to complete the investigation and interrogate the prisoners at the place of their arrest. In such cases, the officer making the investigation shall ordinarily proceed personally to the place of arrest under the authority of a letter addressed by the Judicial member, which he shall place before the chief administrative officer controlling the Judicial department of such territory and obtain his orders in person, before he interviews the prisoners or makes any investigation in the case at such place.

266. After completion of the investigation, the case shall be sent up with a complete charge sheet as in all other cognizable offences and procedure followed as prescribed under head 'challan' in rules 274 to 282.

267. For the give and take of property involved in extradition cases, the procedure followed shall be identical to that

prescribed above for the extradition of offenders. The officer concerned of the Jaipur Police, who seizes such property or takes possession thereof after a search conducted in a foreign jurisdiction or otherwise than by searching a house, shall leave the recovered property at the place of its recovery in charge of the local Police and subsequently apply for its extradition within a period of seven days from the date of recovery, whereupon the procedure prescribed for extradition of offenders shall be adopted. It should, however, be remembered that unless a case represents any special features and a special case is made out, a property shall not ordinarily be extraditable by itself, unless there is an accused person under extradition in the same case.

268. In extradition cases, the matter of first importance is the time limit and great care is necessary for safeguarding such cases against being time barred. According to the treaties made with the various Governments, the time allowed for detention of offenders in foreign territories is in every case limited to a specific period. This period ordinarily ranges from two to three months according as the terms of each treaty permit, and if a prima facie evidence fails to reach the Government concerned within the specified period, the offender or offenders are entitled to a summary discharge, as a matter of legal right. The period fixed in such treaties includes the time spent by the Nazims in recording the prima facie evidence and by the Judicial member, Council of State, Jaipur, who scrutinizes the evidence before it is submitted to the Political authorities. The officers-in-charge of state Police stations shall, therefore, be responsible for submission of prima facie evidence cases within eighteen days of the arrest of the offenders concerned. The responsibility of the officers in charge of state Police stations and the prosecuting officers attached to state nizamats shall be carefully maintained in

this behalf and any instances of delay caused in submission of prima facie evidence shall be promptly brought to the notice of the Inspector General of Police, who will, except when a delay is satisfactorily accounted for, invariably award a major punishment to the Police officers responsible for the delay.

269. For a systematic check and control on the territorial borders, the Station officers concerned of the Jaipur Police shall occasionally meet with the Station officers of bordering territories and exchange all information in hand, regarding crime and criminals. The Superintendents in-charge of State division bordering with foreign territories and the administrative Police officers of such territories, shall likewise meet occasionally by previous appointments, not less than once a year, to discuss measures for prevention and detection of crime and for ready and efficient assistance being rendered on demand from either side. Extradition cases in which offenders have been arrested on insufficient detta or have not been taken charge of within the periods specified in the treaties concerned, whether due to a delay caused in submission of the prima facie evidence or any other reason, shall form one of the principal subjects for discussion in the gazetted officers, inter-territorial meetings. When such inter-territorial meetings are convened between Police officers of States and the Superintendents in-charge of British districts, the Jaipur state Police shall, as far as possible, be represented personally by the Inspector General of Police, Jaipur.

270. Efforts shall be made during such meetings to arrive at definite conclusions regarding all matters requiring settlement and regarding measures suggested from either side for co-operation in the work of administration of crime at the borders. Where in any particular case, no amicable settlement can be arrived at, due to difference of opinion, or other cause, the controversial subject along with a brief note indicating how

the matter came up in the meeting and detailing the points of difference shall be reported to the Government Political officer concerned, through the Judicial member, Council of State, Jaipur.

271. The officers in-charge of Police stations bordering on foreign territories shall maintain complete and upto date lists of persons residing in the jurisdictions of such territories who are suspected of depredating in Jaipur territory or are in the habit of demanding 'mehr-khai' for the restoration of stolen property or have been previously convicted of cognizable offences committed in Jaipur territory. After conclusion of every inter-territorial meeting held between the non-gazetted officers of Police, the lists referred to above shall be brought to date and copies submitted to the divisional Superintendents concerned who shall discuss them with the controlling Police officers of such territories, during the gazetted officers' inter-territorial meetings held periodically under the preceding rule. In the case of Ajmer-Merwara district and other important British districts adjoining the Jaipur state, such copies shall be transmitted to the Inspector General of Police, with comprehensive notes drawn up by the Superintendent concerned, of the points and questions regarding crime and criminals in general and the criminals entered in such lists in particular, which require discussion and settlement with the administrative officers controlling the Police departments of such British districts. The Inspector General of Police Jaipur will invariably carry these lists with him when he is called on to join an inter-territorial meeting attended by Superintendents of British districts and place them before such Superintendents, with his suggestions for opening history sheets and taking other preventive measures in their power in the way of Nakabandi, with a view to maintaining a reliable and effective check and hold up along the borders.

272. In serious cases, when an accused person has been arrested and prima facie evidence collected, Preliminary challan it shall be incumbent on the investigating officer to proceed under sec. 163 J. C. P. C. (170 C. P. C.) and to send up the arrested person with an incomplete charge sheet for trial under this law without waiting for completion of the investigation. Witnesses shall invariably accompany such challans and the court asked to take up the case at the earliest possible moment in order to record the available evidence and thereafter grant such detention or remand under secs. 160 or 265 J. C. P. C. (167 or 344 C. P. C.) as may be found necessary. Evidence obtained subsequently can be produced by means of a subsidiary charge sheet known as '*tatimma challan*' sent up under sec. 166 J. C. P. C. (173 C. P. C.)*

273. Where the witnesses are showing any signs of collusion with the defence or are found yielding to any pressure from the defence side, and consequently a danger of the witnesses' retracting their statements is apprehended, the Police officer-in-charge of the case shall invariably proceed under this law and place the evidence in hand before a competent magistrate at any stage of the investigation, in order that such waivering witnesses may be at once nailed down and their statements firmly secured [on the pain of prosecution for perjury under sec. 182 J. P. C. (193 I. P. C.)] at a preliminary stage of the investigation, without having to resort to the much-hated provisions of sec. 157 J. C. P. C. (164 C. P. C.) which as I have remarked elsewhere, do

*Sec. 163 J. C. P. C. (170 C. P. C.) is another provision of law which like provisos "a" and "b" of clause 1 of sec. 151 J. C. P. C. (157 C. P. C.) has not been made a proper use of, by the State Police. In practice this law is intended to provide facilities for securing the statements of prosecution witnesses at an early stage of the investigation. This obviously was the spirit, intended by the law framers, as otherwise, in face of definite provisions made in sec. 160 J. C. P. C. (167 C. P. C.) and sec. 265 J. C. P. C. (344 C. P. C.) it would look utterly superfluous. In this sense and spirit, this law is primarily meant to serve as a safeguard against the witnesses going back on their statements, by reason of any influence which may be working behind the scenes.

more harm than good.

274. Where a case is proved against one or more accused persons and sufficient evidence is available to substantiate the charge, the accused person or persons shall be sent up for trial under sec. 166 J. C. P. C. (173 C. P. C.) with a charge sheet generally known as 'challan'.

275. The charge sheet form shall be filled in the manner prescribed in chapter I and shall contain the names of parties and witnesses and details of property, with a summary of case recorded in the last column. The summary of case shall include the facts reported in the F. I. R., the facts ascertained through the investigation and the facts constituting the charge, without however, mentioning any details regarding the mode of investigation or the sources and methods of discoveries and recoveries.

276. The points and matters which are desired to be kept secret from the defence counsels shall not on any account be mentioned in the charge sheets or in any of its enclosures as like the F.I.R., this record also eventually forms part of the judicial file and falls in the hands of defence counsels. The practice of writing precis on the back of charge sheet forms shall for the same reasons, be altogether discontinued in future.

277. The challan file shall be composed of a charge sheet form duly filled in the manner prescribed above and a duplicate of the F. I. R. concerned, followed by the various memos and documents pertaining to the case which are required to be proved in court in support of the charge. The documents which generally form part of a charge sheet are the post-mortem reports and death statements A, B or C in event of deaths, statements of injuries, chemical examiners' and serologists' reports, experts' opinions, certificates regarding identity of accused persons, generally known as naqsha tasdiq-i-sakunat, Jail memos and finger print bureau reports

regarding previous convictions, plans of scenes, memos of searches, memos of discoveries including pointing out of places drawn up under sec. 26 of the J. E. A. (27 I. E. A.), memos of recoveries, memos of track and identification parades, bail bonds, recognizances, sapurdginamas of cattle and remand papers if any. Other documents, if any taken into possession for evidential purposes or as being the subject of the offence under enquiry, may not be surrendered with the charge sheet nor produced in court till the witnesses concerned appear before the magistrate for proving the same. The more important memos and expert opinions too, if deemed advisable, may be given the same treatment, unless the court demands the production of all documents with the challan.

278. Witnesses proposed to be produced in court on behalf of the prosecution, excepting of course the State employees, shall be required to execute personal bonds under sec. 163 (2) J. C. P. C. (170 (2) C. P. C.) for appearance before the magistrate. The bonds so executed shall be forwarded to court along with the charge sheet.

279. With every charge sheet shall also be sent two charge sheet slips containing particulars of cases and accused persons; the last column meant for the order of court being left blank, pending decision of the case. On termination of the trial, the charge sheet slips shall be filled in by the prosecuting officer under the signatures of the trying magistrate and returned to the Superintendent and the Station officer concerned who shall copy the court's orders therefrom respectively in the crime digest register of the Superintendent's office and books 1 and 9 of the Police station.

280. The challan file when complete, shall be forwarded to the prosecuting officer concerned along with the property in possession and the prisoners in custody, under a road certificate issued from book 18 of the Police station. In lieu of the road

certificate, the Prosecuting officer, who receives the challan, shall draw up a road certificate from his own book 18, pasting the counterfoil of the Thana road certificate on the foil of his own book and sending his counterfoil to the Police station, by way of acknowledgement. The Prosecuting officer's counterfoil on receipt, will be pasted on the foil of the road certificate of the issuing Police station.

281. The record of charge sheet and its enclosures not being unpublished official records of the State within the meanings of sec. 119 J. E. A. (123 E. A.), eventually forms part of the judicial file and as such is open to inspection by the parties, their counsels and the magistrates. It is, therefore, absolutely necessary that the mode, trend, and method of investigation and the sources of information are not mentioned directly or indirectly in the charge sheets and their annextures. A common mistake, which a Police officer is apt to make in preparation of memos of discoveries, recoveries and identifications etc. is, that in his anxiety to render the document more convincing, irrelevant facts and names of informants and mediary sources through and before whom recoveries and discoveries have been made and the methods employed for such recoveries and discoveries are unnecessarily introduced. The record being open, such commitments often do more harm than good, as on the one hand all this surplus matter is bound to be deleted from evidence being irrelevant and inadmissible and on the other, fruitful chances are afforded thereby to the defence counsels for leading damaging cross-examination on the prosecution witnesses, which may result in impeachment of the credibility of their evidence in court. Another harm is not infrequently done to such cases when a person mentioned in challan records, whom it was never intended to use as a prosecution witness (due to feelings of hostility or other cause), falls in the hands of the defence party and comes forward as

a defence witness to contradict the propriety of the document which mentions his name. Briefest possible accounts and only the bare facts leading to such recoveries and discoveries etc., shall therefore, be recorded in future in such documents, without any mention whatever being made by any stretch or sign of the methods and sources employed in the investigation.

282. On no account shall such memos contain anything to show as to how and through whom an accused person was brought round to confess a certain fact or to recover a property or discover a place and the like. So much of the confessional statement only as is directly relevant and admissible under sec. 26 J. E. A. (27 I. E. A.) and as pertains strictly to the singled-out fact of discovery, shall be inserted in the discovery memo, without encumbering the document with unnecessary details regarding admission of offence which is entirely inadmissible and may invalidate the entire document.

283. In important cases sent for trial, the investigating officer shall, whenever possible, attend and instruct the Prosecuting officer personally. If, however, he cannot arrange to be personally present, he shall submit with the charge sheet, a memorandum known as "Police brief" for the guidance of the official conducting the prosecution.

284. The "Police brief" shall contain a concise history of the case showing how the offence was committed and the circumstances under which each piece of evidence was collected, quoting in each case, paras of case diaries in which full details are given. A mention shall also be made in this brief, of the probable line of defence which in the opinion of the investigating officer, should be specially brought to the notice of the Prosecuting officer for purpose^s of leading cross-examination of the defence witnesses.

285. All challans shall reach the head-quarters clear 24

hours before the period of custody expires, and it shall be the duty of the Prosecuting officer to interview every prosecution witness and accused person individually, in the presence of the investigating officer or his representative, in order to satisfy himself that the case is complete and in order, before it is put in court.

NON-COGNIZABLE OFFENCES

286. Non-cognizable cases shall be investigated by Police when commissioned or entrusted to their charge by a competent magistrate under the provisions of sec. 194 J. C. P. C. (202 C. P. C.) or 149 J. C. P. C. (155 C. P. C.) respectively.

287. When the investigation of a non-cognizable case has been lawfully entrusted to Police under one of the legal provisions quoted above, it shall be carried out exactly in the manner prescribed for investigation of cognizable offences, except the part regarding arrests which cannot be effected unless under the authority of a warrant issued by the same or any other competent magistrate.

288. Case diaries shall be regularly prepared day to day as in cognizable cases, though no copies shall in such cases be sent to the superior officers.

289. At the end of the investigation, the case file made up of original case diaries shall be despatched to the magistrate in a closed cover marked 'confidential' for his personal perusal only. The original complaint shall be returned to the magistrate separately with a self-contained report mentioning the facts ascertained through the investigation, the evidence (documentary, oral or both) available in the case and the names of witnesses, with brief notes as to the point or points on which each witness is required to be examined. Memos, plans, bail bonds, recognizances, and other incidental papers, if any prepared or taken possession of

by the investigating officer, during the course of investigation, shall be appended to this report and sent up in the manner prescribed for charge sheets of cognizable cases.

290. Ordinarily these papers will be forwarded to court by dak, but if any property has also been taken possession of, during the course of investigation, it shall be entered in a road certificate and sent along with the papers, by hand of a constable.

UNNATURAL DEATHS

291. On receipt of a report of the sudden, suspicious or unnatural death of any person within the limits of a Police station, the officer-in-charge of such Police station shall forthwith record the information received, in the Station diary, sending a copy thereof to the magistrate empowered to hold inquests; and shall proceed without delay to the place where the dead body may be lying and hold an investigation at such place, in the manner prescribed in sec. 167 J. C. P. C. (174 C. P. C.).

292. In cases where the dead body is not found or has been already buried, burned or otherwise disposed off, there can be no investigation under this law. Nor shall the Police interpose on their own authority, in cases of sudden or unnatural deaths of Europeans, Americans or officers of the Army, or where deaths have occurred of prisoners whilst in Police or Jail custody. In cases of such deaths, the inquests shall be held invariably by the magistrates empowered to hold inquests as prescribed in sec. 169 J. C. P. C. (176 C. P. C.) or under the authority vested in them by the notifications and orders issued from time to time, under clause 5 of sec. 167 J. C. P. C. (174 C. P. C.). In these circumstances, the Police shall merely assist the magistrate and pending his arrival shall do no more than preventing the obliteration of foot-steps and destruction of evidence indicating the cause of death.

293. In cases falling within the jurisdiction of Police, the officer-in-charge of the Police station concerned shall, on arrival at the place where the dead body is lying, arrange for the presence of two or more respectable inhabitants of the locality, who shall be summoned under sec. 168 J. C. P. C. (175 C. P. C.) to witness such investigation. The witnesses shall be selected with reference to any special attainments of evidential value, likely to be of use in the investigation, which they may possess.

294. Before proceeding with the examination of the dead body, such Police officer shall make adequate arrangements for preservation of evidence indicating the cause of death, such as blood stains, vomits, excrements and the like and shall take measures to prevent unnecessary access to or crowding round the body and the obliteration of foot-steps which shall be shown to the witnesses and covered up with suitable weapons, so long as may be found necessary.

295. After taking the aforesaid precautions in the way of darbandi, the officer-in-charge of the investigation shall draw up a correct and comprehensive plan of the scene of death and its surroundings, including all features necessary to a right understanding of the case and shall, together with the witnesses summoned *vide* rule 293, carefully and minutely examine every single part of the body and note the necessary particulars and all abnormal appearances including marks and injuries, if any found on or around the body, in the death statements (a), (a) and (b), or (a) and (c), prepared in the manner classified and prescribed in rules 298 to 300. The injuries, if any, shall be fully and correctly described and condition of deceased's eyes, mouth, nose and face including any stiffness in joints or change in complexion caused by lapse of time, carefully noted in the appropriate columns.

296. All the clothing not adhering to the body shall be

removed and sealed up and all ornaments and other articles found on the person of the body or on and around the scene of death, taken into possession or left adhering to the body, as the circumstances require, after the various inventories have been drawn up in accordance with rule 297. The inventories shall describe the exact position in which each article is found and shall precisely mention any blood or semen stains, marked around the injuries or other noticeable fact which is likely to be of help in investigation.

297. An inquest report shall ordinarily be composed of:—

Inquest report.

- (i) Death statements prescribed in the appendix and framed in the manner prescribed below under Rule 298.
 - (ii) The plan of the scene of death, drawn up under instructions contained in rule 295.
 - (iii) The inventory of clothing etc., taken possession of, for evidential purposes or for safe custody, drawn up under instructions contained in rule 296.
 - (iv) The inventory of articles left on the dead body to the mortuary or made over to the claimants, if no surgical examination is held, drawn up under instructions contained in rule 296.
 - (v) The inventory of articles sent for medical, chemical, serological or other expert examination, under instructions contained in rule 296.
 - (vi) Copies of labels and counter-impressions of seals used in packing of the exhibits sent for expert examinations under rules 303 and 304.
- 298.** Death statements are prepared, according as the deceased person appears to have died.
- (i) Statement (a) is used in cases of deaths, which appear

to have been caused by purely accidental or natural causes, *i. e.*, deaths which are not suspected to have been caused by violence, hanging or poisoning, nor by suicide.

(ii) Statement (b) is used in cases of deaths, alleged to have been caused by violence.

(iii) Statement (c) is used in cases of deaths, alleged to have been caused by poisoning.

299. In cases of (b) and (c), statement (a) shall also be filled in and appended to statement (b) or (c), as the case may be, as this statement contains much fuller information, likely to be of use to the medical officers and the magistrates, in holding surgical examinations of dead bodies and giving verdicts on the causes of death respectively.

300. The death statements referred to above shall state the apparent cause of death, giving descriptions of any mark or marks of violence, which may be found on the body and describing the manner in which and the weapon or instrument with which such marks appear to have been inflicted, and shall be signed at the end, by the Police officer conducting the investigation and so many of the persons assisting in the investigation, as concur therein. In cases of deaths caused or supposed to have been caused by hanging or drowning, statement (b) shall besides other particulars state the height and sufficiency of the support and the nature of article used to bear the weight of the body in 'hanging' cases and in cases of deaths caused by drowning, the depth and level of the water and any other noticeable facts which are likely to help the medical officer, in forming his opinion whether hanging or drowning is the genuine cause of death, as against an act of engineering manœuvred after the death and whether the death is suicidal or homicidal. In cases suspected to have been caused by poisoning or stupefying drugs, information shall be collected and recorded in statement (c), which is likely to be of

use to the medical officer in forming his opinion as to the precise poison employed, and if some local treatment has been adopted to counteract this poison, the nature and duration of such treatment and the details of medicines administered, shall also be noted in this statement. If a dead body has already been burnt and the facts ascertained through the summary enquiry held into the case, give rise to a suspicion that a metallic poison was administered to the deceased person, the ashes of the funeral pyre shall be collected where available and sent in a closed vessel properly sealed and labelled, to the Director of medical services, along with a statement of the circumstances which rendered this course of action necessary.*

301. If a dead body remains unidentified, a careful description of the deceased person shall be recorded in statement (a), giving all marks, peculiarities, deformities and distinctive features and the identification properly secured, by taking a photograph and finger prints, which shall be sent respectively to the state press for publication in the state gazette and the finger print bureau Mount Abu, for search of the deceased's identity from the entthro slips on record in the said bureau. If the deceased person appears to belong to a place outside Rajputana and his identity remains unlocated, additional search slips shall be sent to the bureau of the Province, of which he appears to be a resident.

302. After the inspection of the body has been concluded and the various statements and inventories drawn up and in case of unidentified dead bodies, their descriptions, photographs and finger prints have been taken and recorded in the manner described above, the officer conducting the investigation shall carefully pack and despatch the articles requiring expert opinion, in the manner prescribed below under rules 303 and 304, while the

*The ordinary symptoms caused by common poisons are described in the appendices.

body shall be disposed off in the manner prescribed in rules 306 to 310.

303. All weapons, instruments and blood or semen stained clothes and other articles bearing any evidential value, found or recovered during the course of an inquest held over a dead body, shall be carefully packed, sealed and labelled in the manner prescribed in rule 304 and sent to the Director of medical services for chemical, pathological or serological examination, according as the nature of each article requires. Vomits, liquids and excrements shall be likewise packed in jars and labelled, sealed and despatched to the Director of medical services for chemical analysis or such other treatment as this authority considers necessary; full care being taken to minimise the chances of a loss during transit, contamination from outside sources or from packing materials, mechanical damage, or a damage from corrosive, noxious or explosive exhibits.

The commonest faults encountered in packing arise chiefly from the use of dirty or unsuitable containers on the one hand, and from the making of insecurely fastened packages on the other, and common errors occur through the use of wet or dirty-bottles, with dirty or unsuitable corks or stoppers, insufficient protection of glass bottles during transit, the use of flimsy containers which cannot be properly or securely fastened, the use of ordinary envelopes for powders, lack of care in packing fibrous materials which should not be sent in envelopes, packing several articles insecurely in one package, and use of inadequate and unsuitable labels.

304. Liquids, vomits, excrements and stained clods of earth shall be placed in clean wide-mouthed bottles or glazed jars, the stoppers or corks of which shall be tied with bladder, leather or cloth; knots of the cord being sealed with a distinctive seal. Care shall be taken that the stopper or cork of the bottle

fits tightly. If necessary, candle-wax should be placed round the lip of the bottle so as to cover the shoulder of the stopper.

(a) Each bottle and jar shall be tested, by reversing it for a few minutes, to make sure that no leakage is possible.

(b) Supposed medicines or poisons or other dry substances, shall be similarly tied in jars or made up into sealed parcels.

(c) Blood-stained weapons, articles and clothes shall be signed or marked with a seal and made up into sealed parcels. In case of clothes, only the blood-stained portion will be cut out and sent.

(d) In case of semen-stained clothes, the entire garment shall be sent and care shall be taken that the cloth is not folded at the stained portions. The stains shall be kept quite flat and shall be protected by a thin layer of cotton wool on its surface as otherwise pressure or friction may crush the spermatozoa beyond the possibility of recognition under the microscope.

(e) In case of glassware or chinaware bearing blood, semen or other marks on both the sides, thin slices of cork may be fixed to two ply-wood-boards with drawing pins so that the corners of the glass may rest on these slices and both sides of the glass may be safeguarded from damage during transit.

(f) On each bottle, jar and parcel and also on each article or set of articles contained therein, separate identification of which has to be proved, shall be affixed a label describing the contents and stating where each article was found.

(g) Each such label shall be impressed with a counter-part of the seal used to secure the fastenings. A copy of each label and a counter-part impression of the seal shall be appended with the inquest report.

(h) Where necessary, the glass bottle or jar shall be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton at least three-fourth of

an inch thick, being placed between the vessel and the box. The box itself should be encased in a piece of cloth and shall be securely closed and sealed. The seal shall be affixed at intervals not exceeding three inches along each line of sewing. All the seals must be of the same kind of wax, and must bear distinct impressions of the same device. The device may be a name, a mono or other distinctive seal, but shall not in any case be a current coin or merely a series of straight, curved or crossed lines. The seal, if it does not belong to the officer conducting the enquiry, shall be kept in his personal custody, till a report has been received from the chemical examiner.

(j) All bottles, jars and parcels shall be despatched to the address of the Director of medical services, Jaipur, who will determine which of such articles, if any, should be subjected to chemical or serological analysis.

(k) In no case shall a Police officer correspond direct with a chemical examiner or serologist on the subject of chemical or serological examinations. All correspondence in this connection must pass through the Director of medical services.

(l) The Director of medical services will be requested to transmit blood-stained articles to a serologist only if the establishment of the fact of the blood-stains being of human blood, as distinct from the general classification of 'mammalian' is most material to the prosecution. In cases in which the establishment of this fact is comparatively of small importance relatively to the whole body of evidence, the Police shall not insist on this expensive course.

(m) Articles of which return is required for production in court or otherwise shall be distinctly specified in the forwarding letter.

(n) The chemical report, when received, shall be forwarded to court, if the case has since found its way up or if it is still under investigation, the report shall be filed with papers

meant for the final report of the case.

305. Under sec. 396 J. C. P. C. (510 C. P. C.), a chemical report is admissible in evidence by itself and no attempt shall be made to summon a chemical examiner or any of his assistants, to prove a report issued from that department.

306. In cases where there is a doubt as to the cause of death, the body shall invariably be sent for "Post-mortem examination" examination. The legal requirements in respect of post-mortem examinations are contained in sec. 167 (3) J. C. P. C. (174 (3) C. P. C.).

307. In every case, where death appears to have been due to suicidal, homicidal or suspicious causes and where any doubt exists as to the exact cause of death or if it appears to the officer conducting the investigation whether acting under sec. 151 or 167 J. C. P. C. (157 or 174 C. P. C.) expedient to do so, the body must be sent to the medical officer authorised to conduct post-mortem examinations, unless the investigating officer is fully satisfied that the cause of death is established beyond doubt. It must be remembered that the existence of an apparently fatal wound does not necessarily establish the cause of death. In cases, however, where investigation establishes the accidental nature of the event which led to the death, and the history of the deceased and of the case suggests no reason to suspect that expert examination of the body would reveal any cause of death other than the apparent one, the post-mortem examination may be dispensed with. In all other circumstances, when suspicion exists that the death was due either to suicide or to an act rendering the perpetrator thereof liable to a criminal charge, the body must be subjected to a post-mortem examination, without any discretion being exercised by the investigating officer or the claimants of the body.

308. Where the facts and circumstances of a case require within the terms of the aforesaid instructions a surgical exami-

nation of the dead body with a view to ascertaining the exact cause of death and the condition of the body allows of its removal to the mortuary without any fear of damage or detriment being caused by such removal to the evidence which is sought to be derived from such examination, the dead body shall be properly secured in the manner prescribed below and transported by such means as the investigating officer may consider most expedient in the circumstances of weather, distance to be covered and conditions of the body, to the mortuary or such other place, as has been appointed for the holding of post-mortem examinations :—

- (i) The body shall be placed on a light litter or on an ordinary charpoy and protected from the sun, flies and exposure to the weather.
- (ii) A layer of charcoal two inches deep shall be placed in the litter or charpoy, as the case may be, all around the body, with leafy branches preferably of the nim tree placed over all, while the clothing etc. left on the body shall be properly secured in their exact position.
- (iii) One or more Police officers and where available also one or more relations or friends of the deceased person, who have seen the dead body in the position in which it was first found and are competent to detect any attempt at substitution or tampering with the body or its coverings and adherings, shall be sent along with the body, to remain in constant attendance thereon, until the surgical examination is concluded. Such Police officers and identifiers shall personally hand over the body to the medical officer conducting the post-mortem examination, together with all reports and articles sent by the investigating officer to assist the examination and the former shall receive and convey back to the investigating officer, the statement of injuries and the

death statements bearing the medical officer's findings, along with a copy of the post-mortem report. As soon as the post-mortem examination is concluded, the senior Police officer in charge of the body shall, unless he has received orders from a competent authority to the contrary, make over the body to the deceased's relatives or friends or in case there are no such relatives or friends available at the time or though available, they decline to take charge of the body or where a body has remained unidentified and no claimant is found upto this stage, shall hand it over to any charitable society which is willing to accept it and if no such society comes forward either, such Police officer shall cause such body to be buried, burned, cremated or otherwise disposed off, according as required by the religious rites of the caste or tribe to which the deceased person belonged, charging the funeral expenses incurred on such burial or cremation to the municipality of the town concerned or if there is no municipality established at such town, to the judiciary of the state.

309. If owing to advanced putrefaction or to other circumstances in which a dead body is found, it is feared that movements of the body will render it impossible for the Medical officer to form a correct opinion as to the precise nature of injuries and the exact cause of death and that the benefit of his anatomical and expert knowledge intended to be sought for estimating the effects and causes of injuries will be denied if such body is removed from the place where it is lying, the investigating officer shall report the facts, by the most expeditious means available, to his Superintendent, with a request that a qualified medical officer may be deputed to hold the post-mortem examination on the spot. The Superintendent of Police, if he is agreeable, shall pass the original report to the Nazim concerned

by equally expeditious means and if the latter so directs, the medical officer nominated by him shall go and hold the examination on the spot, in presence of the investigating officer and the witnesses summoned under sec. 168 J. C. P. C. (175 C. P. C.), unless any witness should of his own free will and accord prefer to be absent. In urgent cases, the Investigating officer may correspond direct with the Nazim, sending intimation simultaneously to the Superintendent of the division.

310. After the surgical examination held on a scene of death is concluded, the body shall be disposed off in the manner prescribed above in rule 308.

311. After completing the examination of the dead body and of the articles sent therewith, the medical officer shall record in full, the results arrived at and in the case of a surgical examination of the body, also his opinion as to the exact cause of death. He shall also record a list of any articles which he may intend to send to the chemical examiner. Such results and opinions shall be recorded by the medical officer on the injury statements and in case of dead bodies, also on the death statements and the post-mortem reports and shall contain such references to the body and objects examined by him, as will leave no possible doubt, as to which case his remarks apply.

312. After recording his opinion on the statement of injuries and the death statements, the medical officer shall deliver both these records along with a copy of the post-mortem report, in the hands of the Police officer who brought the body to him and the latter shall, on return to the place of investigation, make them over to the investigating officer. These statements and reports shall, eventually, form part of the final report sent in the case and if any persons are challaned therewith, shall be proved in court by the Police officer who framed them and by the medical officer who held the examinations. The original post-mortem report shall be kept by the medical officer in his personal

custody and referred to in court when and if he is called up for record of his evidence.

313. Where a body has already been buried and disinterment is considered necessary, the officer-in-charge of the investigation shall record in full, the information which has reached him and the grounds on which he considers it necessary that the body should be disinterred and examined, and shall forward this information to the magistrate empowered to hold inquests, asking for an order under sec. 169 (2) J. C. P. C. (176 (2) C. P. C.), for the disinterment of the said body and pending the receipt of such order, he shall arrange to guard the grave.

Disinterments.

314. On receipt of such order, if the magistrate is not himself attending the disinterment, the Police officer in charge of the investigation shall cause the body to be disinterred, in the presence of two or more respectable inhabitants of the neighbourhood. Such Police officer shall thereupon comply with the provisions of sec. 167 J. C. P. C. (174 C. P. C.), and after the identity of the disinterred body has been fully proved and established, shall proceed with the investigation in the manner prescribed above in rules 293 to 302.

315. When a body has been in the grave for a period exceeding three weeks, no disinterment shall be undertaken, until the opinion of a competent medical officer has first been obtained and then only, with the concurrence of the magistrate having jurisdiction.

316. When the facts disclosed by an investigation conducted under sec 167 J. C. P. C. (174 C. P. C) indicate commission of a criminal offence and the officer-in-charge of the case finds reasonable grounds to believe that a cognizable offence has been committed in respect of the death under investigation, he shall register the offence in the manner prescribed in chapter 1, immediately after the case takes

Registration of
offence

this turn and shall thereafter proceed under sec. 150 J. C. P. C. (156 C. P. C.) in accordance with the procedure laid down for investigation of cognizable cases in the first part of this chapter.

C. I. D. AND THEIR INVESTIGATION.

317. The criminal investigation department, Jaipur shall be composed of 4 upper and 16 lower subordinates and shall be administered under the control of the Dy-Inspector General, by an officer who is in exercise of the powers of and is responsible for the duties allotted to the office of a Superintendent of Police.

Personnel.

318. The posts of upper and lower subordinates shall be filled by the deputation of suitable officers and men from the divisions and the Reserve lines, for a period of 3 years extensible and reversible at the discretion of the Inspector-General of Police.

319. Every officer and man deputed to the criminal investigation department shall be entitled to draw a duty allowance at the following rates, for the period that he remains attached to this branch of the Police department:—

Inspector.....	Rs. 15/- p. m.
Sub-inspector.....	Rs. 10/- p. m.
Head-constable.....	Rs. 5/- p. m.
Constable.....	Rs. 2/- p. m.

320. Officers of the district staff may on occasions be deputed to the C. I. D. for specific investigations or other specific work and while so deputed shall be entitled to the privileges, powers and functions vested in the criminal investigation department, save in the matter of emoluments which shall remain unaffected, unless an officer is appointed to fill a vacancy of this department.

321. In addition to Police officers employed in and lent to C. I. D., persons other than Police officers may also be employed in this branch, to serve as private informers. The persons so

appointed shall be given suitable remunerations from heads 'rewards' or 'secret service fund' for such time, as they hold such stipendary appointments. The names and necessary particulars of such informers, and the dates of their appointment and discharge, shall be systematically entered in a confidential register maintained in the office of the Dy-Inspector General. A certificate of identity signed by the Dy-Inspector General, containing a brief description of the informer and a copy of his latest photograph shall be supplied to each such person at the time of his appointment and collected back from him on his discharge.

322. The private informers appointed under the aforesaid rules shall not be entitled to exercise any authority as a Police officer and shall be required simply to collect information.

323. The officer appointed as the administrative head of criminal investigation department, otherwise known as Superintendent C. I. D., shall have complete disciplinary control over Police officers serving in the criminal investigation department. This officer shall be responsible, through the staff of his department, for the intelligence organization of the criminal investigation in respect of heinous and political crime specified in the provisions below.

324. Every Police officer, while attached to the criminal investigation department, shall be empowered under secs. 5 & 7 Jaipur Police Act (3 & 5 Police Act) to exercise the powers functions and privileges of a Police officer, throughout the state territory and may call upon the divisional and the railway Police for action or assistance in matters (whether in respect of crime or intelligence) which may from time to time be consigned to the charge of the criminal investigation department.

325. Ordinarily the criminal investigation department shall be competent to deal with secret and confidential enquiries of all State importance, cases of political and communal importance, cases of organized,

Functions.

professional or serious crime affecting the State as a whole or a crime, the ramifications of which extend beyond one division or beyond the boundaries of the State and serious and important cases requiring specialized detective skill.

326. The officers of the criminal investigation department shall be required:—

Duties.

- (i) to undertake or assist in the investigation of cases or classes of crime which have State or inter-State ramifications and cases of professional crime such as forgery of currency notes, counter-feiting coins, administering stupefying drugs, illicit trade in arms, organized traffic in women and extensive frauds practised by professional cheats,
- (ii) to deal with all aspects of the control of criminal tribes, which fall within the sphere of the Inspector-General of Police, as prescribed in the rules framed under the Jaipur Criminal Tribes Act,
- (iii) to watch and report on all communal, political and subversive movements affecting the State as a whole and to maintain close co-operation with divisional authorities in all such matters and to direct investigations connected with such movements and matters,
- (iv) to collect, co-ordinate and disseminate political and communal intelligence.

327. Whenever necessary, the services of one or more officers of the criminal investigation department may be asked for, by the divisional Superintendents of Police, by means of confidential or demi-official correspondence addressed to the Dy-Inspector General, who will decide in each case of such requisitions, whether the request of the divisional Superintendent should be complied with. In any case, the deputation of C. I. D. officers for undertaking or assisting in investigations and enquiries in the divisions, shall be

made by the Inspector-General, or the Dy-Inspector General in person and the criminal investigation department will not have the discretion of taking up or entering on an investigation of their own authority.

328. When deputed merely to assist the divisional Police in the investigation of a particular case, the officers of the C. I. D. shall in no way supersede the local Police who will continue to be responsible for the conduct of the case and for its final presentation in court.

329. When dealing with cases in conjunction with the divisional Police, officers of the criminal investigation department shall bear in mind that they must gain the confidence and good-will of the local Police and avoid giving cause for jealousy. When good results are obtained in such cases, full credit should be given to the officers and men of the local Police for any share they may have taken in the work and when results are unsatisfactory, care shall be taken not to put the blame on them, when it is not rightly deserved. The Superintendent C.I.D. shall be responsible to see that this rule is strictly observed.

330. Except with the sanction of the Dy-Inspector General, officers of the criminal investigation department shall not be called upon to give evidence or give assistance in the prosecution of cases in court, unless such cases have been investigated exclusively by the criminal investigation department

331. Each Inspector and sub-Inspector of the C. I. D. shall
Records. maintain the following two registers: —

- (i) **INFORMATION REGISTER.**—This book shall be written in duplicate by carbon process. When deputed to investigate a case, the officer concerned shall enter in this register, a statement of the information received, concerning the case and shall submit the counterfoil to the Dy-Inspector General marked, 'confidential', through the Superintendent C. I. D.

- (ii) **DAILY REPORT REGISTER.**—This book shall be written in duplicate by carbon process in cases which are not registered at Police stations and in which no case diaries are prepared. The counterfoil shall be forwarded daily to the Dy-Inspector General, through the Superintendent C. I. D., during the course of C. I. D. investigations.

332. In either case, *i.e.*, when 'information reports' or 'daily reports', are sent, the Superintendent C. I. D. shall endorse thereon, the time and date of receipt, and the action which, if any, he intends to take on the information contained in such reports. After the Dy-Inspector General has passed the necessary orders, the counterfoils of both the reports shall be filed in chronological order, in the office of the criminal investigation department and destroyed after expiry of one year from the date of the last entry, under orders of the Dy-Inspector General.

333. In registered cognizable cases where C. I. D. officers have been deputed at the request of the divisional Superintendents and it is not considered necessary to keep the C. I. D. proceedings secret from the divisional Police, the Dy-Inspector General may require the C. I. D. officers so deputed, if they happen to be senior in rank or grade to the local investigating officer concerned, to submit case diaries in lieu of their daily reports, which as a matter of rule, shall be forwarded to the divisional Superintendent and not to the Superintendent C. I. D. In these circumstances, the C. I. D. officer deputed to assist in an investigation shall, for the time being, act under the orders of the divisional Superintendent concerned, and shall send his weekly diary to the Dy-Inspector General through the Superintendent of the division.

Power of observation. Among others the following are the most essential qualifications which an investigating officer should cultivate by constant study

and practice.

(i) He should have a good insight into law and procedure, as applied in Police investigations.

(ii) He should be conversant with the scientific and practical methods, employed in tracing crime and criminals.

(iii) His power of observation should have reached a sufficiently high standard.

While the various procedures and methods have been explained in the foregoing pages, the following hints may be found useful for reaching the necessary standard in power of observation.

It needs no introduction that the power of observation is of the first importance in conducting Police investigations. Rightly speaking, a Police officer lacking in power of observation is, to say the least, lacking in the art of investigation and consequently lacking in the makings of a successful Police officer.

A keen intellect and good imagination go a long way towards the development of the power of observation, but constant practice gained by earnest effort is necessary, before proficiency can be claimed. The standard can be reached by practising concentration of mind and cultivating the habit of moving about with "open eyes" in every sphere of the life. At the table, on the desk, in the course of a game, on the road and in the course of your domestic life, wherever you happen to be, and whatever work you may be engaged in, if only you make it a principle of your life to watch and act with open eyes, open ears and muzzed mouth and to struggle and resist against the sleepy habits of walking acting and watching indifferently and absentmindedly, you will have done half of your task as investigator. The rest you can acquire by training your eye in taking intelligent notice of objects which you happen to come in contact in your daily routine, during the discharge of your multifarious duties in your private, social and official life, tested every evening by recalling to your memory the numbers, descriptions, particulars and peculiarities of such objects whether seen on the road, in the office, on the parade, on a play-ground, or in your own house. By constant practice extending at least over a year, you ought to develop your faculty of observation, and thereafter you will make it a habit of allowing nothing to pass noticed, which in fact is the real standard of an investigating officer's power of observation.

CHAPTER IV.—DETENTION

334. Sec. 43 J. C. P. C. (54 C. P. C.) authorises every Police officer to arrest without a warrant any person who has been concerned in any cognizable offence or against whom any reasonable complaint has been made, or credible information has been received or a reasonable suspicion exists, of having been so concerned.

Sec. 44 J. C. P. C. (55 C. P. C.) vests Station officers with powers to arrest suspicious strangers found lurking about with a view to commit crime, vagrants who have no ostensible means of livelihood and persons who are addicted to committing crime against property.

Sec. 145 J. C. P. C. (151 C. P. C.) empowers Police officers to arrest persons of hazardous character, who are found engaged in designs to commit cognizable offences.

The first provision of law relates to offences committed and the latter two are special preventive measures enacted to check the commission of offences.

335. The authority as a whole is permissive and not obligatory as is clear from the word *may* as against the word *shall* occurring in all the above stated sections of law which vest this authority. The responsibility involved in the authority is easily discharged if on an arrest falling due, court warrants are applied for and arrests effected on the authority of such warrants, instead of on the authority vested in Police.

Court warrants can be lawfully obtained even in cognizable cases at the option of the Investigating officers of Police and this discretion should be used as freely and frequently as possible, more specially in cases where a grave responsibility rests upon the Police.

336. Whenever escape from justice, or inordinate failure or inconvenient delay is likely to result from delay in or omission

to arrest, the accused persons may be taken into custody forthwith without waiting for proper proofs, but in all other cases when no such danger exists the arrests should ordinarily be deferred till proper proofs have been collected and should be effected as far as possible under court warrants.

337. When a suspicion has been kept secret and there is no apparent risk of the person suspected absconding away, the arrest shall invariably be deferred until investigation is sufficiently complete. Where, however, a case represents practical difficulties due to omission to arrest and immediate interference with the liberty of an accused person has become necessary by reason of the fear of his absconding away or other cause, such as inducements and threats being offered to the prosecution witnesses or destruction of prosecution evidence being attempted at, the arrest may be effected as soon as a *prima facie* case is made out. In more urgent cases, if the fear of absconding is imminent, the arrest may be effected even at a preliminary or initial stage of the investigation, provided that skeleton proofs at least are available to show that the individual concerned is actually connected with the offence committed, *e.g.*, having been seen on or near the place of occurrence at the time of commission of offence; having made an effort to abscond from such place; having recovered a part or whole of the property involved in the case; having been found in possession of a house breaking implement or any other weapon with which the offence appears to have been committed or in possession of other incriminating articles connected with the case, such as poisons and stupefying drugs, or clothes stained with blood or semen in cases in which this kind of evidence is relevant. There would be nothing bad in law, to arrest a person in *bonafide* good faith on mere skeleton proofs (in the hope of the corroborative evidence following in due course subsequent to the arrest) as long as the broad principle of avoiding unnecessary restraints as defined in

sec. 39 J. C. P. C. (50 C. P. C.) is not departed from.

338. In non-cognizable cases, Police have no authority of their own to make arrests without warrants except in very special circumstances enumerated below. Even in cases entrusted to Police for investigation under sec. 194 J. C. P. C. (202 C. P. C.) or sec. 149 J. C. P. C. (155 C. P. C.) the powers of arrest remain in abeyance till a court warrant has been lawfully issued under sec. 66 J. C. P. C. (75 C. P. C.). When, however, a non-cognizable offence is committed in the view of a police officer or a person accused of committing a non-cognizable offence is brought before a Police officer and on demand refuses to give his name and address or gives apparently false particulars, the offender may be arrested and detained in custody without a warrant till his correct name and address have been ascertained, *vide* special authority vested in Police under sec. 46 J. C. P. C. (57 C. P. C.).

339. A Police officer making an arrest shall first announce to the accused person, the particulars of offence with which he stands charged and if it is a bailable offence, also the amount of security and the number of sureties fixed for the bail. The arrest shall be effected by actually touching the person of the accused as prescribed in sec. 35 J. C. P. C. (46 C. P. C.) followed by usual procedure regarding use of handcuffs and preparation of various memos. If an accused person offers resistance to his arrest, necessary force may be employed to secure him, *vide* authority vested in Police under sec. 35 (2) J. C. P. C. (46 (2) C. P. C.); if he enters a building to evade arrest or being in a building refuses to come out, he may be pursued into the interior of such building, *vide* authority vested in Police under sec. 37 J. C. P. C. (48 C. P. C.); if ingress is refused, the Police may under the same legal authority, force their way in by breaking doors and windows, scaling walls or any other means available.

340. If a person required to be arrested is not present at the place of investigation, a '*hukamnamah giraftari*' shall be issued under sec. 45 J. C. P. C. (56 C. P. C.) and served in the manner prescribed in chapter III at the place where such person happens to be present. If such place is situated outside the jurisdiction of the investigating Police station, a requisition shall be made to the Station officer concerned on the prescribed form and the said Station officer shall thereupon be bound to effect the arrest, as he would do in one of his own cases.

341. Where a Police officer is sent out to effect an arrest at a place outside the jurisdiction of the investigating Police station and such place is situated within the boundary of the state, the procedure prescribed in sec. 74 J. C. P. C. (48 C. P. C.) shall be followed and the arrest deferred till an endorsement has been obtained from the Station officer concerned under clause 2 of this section.

If such place is situated outside the boundary of the state, the procedure prescribed for extradition of offenders in rules 262 to 271 chapter III shall be followed and the requisition for arrest sent through the Judicial authorities or arrest effected by investigating Police and the arrested person left in charge of the local Police, pending submission of the *prima facie* evidence.

342. All persons arrested by Police and not admitted to bail, shall directly on arrest be minutely searched as provided in sec. 40 J. C. P. C. (51 C. P. C.); in the case of females, such search shall be conducted by a woman and shall in all cases be conducted with due regard to decency as prescribed in sec. 41 J. C. P. C. (52 C. P. C.). Sikh prisoners shall not be divested of their *karas* nor Hindus of their sacred threads; similarly soldiers and policemen may retain their shoulder titles, badges of rank and medal ribbons.

343. On every search of person, a memo known as '*fard jama talashi*' containing an inventory of the articles recovered

shall be prepared as prescribed in rule 173 chapter III and signed by the investigating officer and witnesses of the search. The articles which do not happen to be connected with the case in hand and have been taken into possession merely for safe custody, shall be placed in the Police station Store-room pending termination of the case. If an accused person happens to possess any weapon of offence at the time of his arrest, he shall be at once disarmed under the authority vested in Police, *vide* sec. 42 J. C. P. C. (53 C. P. C.) and the arm produced in court forthwith for orders of disposal thereof.

344. Where an accused person is taken in Police custody and not admitted to bail, the state of his health and the specification of injuries, if any found on his person at the time of arrest shall be carefully noted in the case diary concerned and in the latter case, a statement of injuries shall be drawn up and sent to the medical officer having jurisdiction, in accordance with rules 190 to 198.

345. Where the identity and antecedents of an accused person are in question, search-slips and a '*naqsha tasdiq-i-sakunat*' shall be sent respectively to the finger print bureau Mt. Abu and the Police station of his residence, with a view to ascertaining full particulars and previous convictions of the arrested person including any suspicions which may have been previously brought against him in cognizable offences scheduled in the appendix.

346. On every arrest, intimation thereof shall be immediately supplied, by means of post cards prescribed in the appendix, to the Nazim of the district concerned which is a legal obligation under sec. 51 J. C. P. C. (62 C. P. C.). An additional post card shall be sent in each case to the P. A. to Inspector-General of Police, who shall have the contents thereof entered in the central register of arrests and forward the original card to the chief justice for information of the Judicial department. Similar intimation cards shall be

despatched on arrests effected outside the boundary of Jaipur state for offences committed in the state territory, as well as for cases occurring in a foreign territory in which an arrest is made within the limits of Jaipur territory by or at the instance of a foreign Police.

347. When a person accused of a bailable offence can give good and sufficient bail, the Police must accept it, unless
Bails. the magistrate having jurisdiction directs the arrested person to be brought before him prior to being bailed out. It shall be the duty of Police to facilitate attempts to find bails for such persons; the Police officer conducting the investigation of a bailable offence shall fix a suitable sum for the bail of the accused person and shall call upon the surety or sureties as the case may be, to sign the bail bonds, which shall in every case be attested by the officer admitting the bail. In fixing the sum and number of sureties, the officer shall have due regard to the status and position in life of the accused person, his antecedents, and the gravity and severity of the offence with which he stands charged. Sureties shall be selected with due regard to their reputation in society and their financial position which should be fairly sound and stable in each case. The officer in charge of the case concerned shall satisfy himself in advance that the surety or sureties offering bail of an accused person actually possess property, approximate market value whereof is equal to or above the sum fixed for the bail; a note to this effect being made on the back of the bail bond, in the handwriting of the Police officer admitting the bail, in every case in which a bail has been accepted.

348. Under the authority of sec. 383 clause 2 J. C. P. C.
Special bail. (497 clause 2 C. P. C.) the officer in charge of a Police station may, at any stage of an investigation, release on bail or recognizance, a person accused of a non-bailable offence, when he is not in possession of sufficient

proofs to believe that such person has committed the offence, although sufficient grounds may exist for further investigation. The word *shall* occurring in this provision of law apparently loses much of its force due to the latitude afforded by the word "*believe*" employed in the same section; the obligation implied by the word "*shall*" therefore virtually means 'authority' when read with the rest of the contents of this clause, but care is necessary in forming opinions and beliefs as to whether an offender has really committed the offence and the Station officers dealing with such offenders shall invariably consult their circle Inspectors before bailing out accused persons under the law.

349. The law of criminal procedure as amended in 1923 vests the Station officers, in clause 1 of the same section, with extensive powers of admitting bails in all non-bailable offences, barring only those which are punishable with death or life imprisonment. In cases of women, sick and infirm persons and boys and girls under 16 years of age, even the condition of offence being other than that punishable with death or life sentence, has been waived. While it is not desirable to detract in any way from the prerogatives of the Station officers and circle Inspectors in cases falling under clause 2 of this section, the exhaustive powers extended to them in 1923 under clause 1 of this law, shall lie in abeyance as a reserve for very special occasions and shall not for the present be used in any case by any subordinate Police officer except under the written orders of a gazetted officer of Police, who shall record his reasons in full for authorising this special procedure.

350. It should be remembered that the powers of Police in regard to accepting and admitting bails are confined to the period of Police custody only, *i. e.*, for the first three days of arrest allowed under sec. 50 J. C. P. C. (61 C. P. C.); once an accused person has been produced in court for a remand, trial or adjournment under secs. 160, 163, 166 or 265 J. C. P. C. (167, 170, 173 or 344 C. P. C.),

as the case may be, the jurisdiction of Police over such person at once ceases and his custody automatically transferred to the judiciary, although the person of the prisoner may be handed back to Police for investigation purposes. If, therefore, a bail is offered after a remand or an adjournment has once been obtained under sec. 160 J. C. P. C. (167 C. P. C.) or sec. 265 J. C. P. C. (344 C. P. C.) or after an incomplete charge sheet has been put in court under sec. 163 J. C. P. C. (170 C. P. C.), the Station officer concerned must refer the sureties to the magistrate having jurisdiction, although the accused person may still be in Police custody.

351. It should likewise be remembered that no Police officer has any powers under any law in force for the time being, to re-arrest an accused person who has once been released on bail under the provisions of sec. 383 J. C. P. C. (497 C. P. C.). When re-arrest is deemed necessary, the Police must apply to a court of sessions or the chief court for cancellation of the bail bond and issue of a regular court warrant under clause 5 of this section.

352. For all persons taken in Police custody and not released on bail or let off otherwise, the following precautions shall ordinarily be taken for their safe custody, subject of course to the general principle laid down in sec. 39 J. C. P. C. (50 C. P. C.) that the persons arrested by Police shall not be subjected to more restraint than is actually necessary for preventing escapes and rescues.

All male persons arrested by Police must be hand-cuffed if they are:—

- (a) persons accused of non-bailable offences punishable with any sentence exceeding in severity a term of three years' imprisonment;
- (b) persons accused of offering resistance or of making good their escape;

- (c) persons accused of and previously convicted of such an offence as to bring the case under sec. 63 J. C. P. O. (75 I. P. O.);
- (d) desperate characters;
- (e) persons who are violent, disorderly or obstructive or are acting in a manner calculated to provoke popular demonstration;
- (f) persons who are likely to attempt to escape or to commit suicide or to be the object of an attempt at rescue.

For persons accused of less serious offences and for women or aged, weak and infirm persons and boys under the age of 16 years, the Police officer making the arrest may use his discretion on his personal responsibility.

353. When hand-cuffs are used, the senior officer present shall be responsible to see that they fit properly and that the prisoner cannot get at the key.

354. As a further safeguard against escapes, the belt of the constable escorting a prisoner shall be passed through the triangular handle at the end of the chain and shall remain so as long as the prisoner is outside a lock-up.

Hand-cuffs shall not be used inside the lock-ups unless any lock-up is in an insecure state or in a state of repairs and there is no other lock-up available or handy at the place. In such cases, the male prisoners locked therein who are accused of non-bailable offences and are in sound bodily health, may of course be hand-cuffed at the discretion of the officer responsible for their safe custody.

355. When it is necessary to pass a night with one or more prisoners in custody, on a scene of occurrence or a spot connected with the investigation where no lock-ups have been provided a regular sentry duty shall be fixed and signatures or thumb impressions of the sentries and their in-charge obtained

on a separate piece of paper, which shall be attached to the case diary concerned.

356. As a general rule, all persons arrested by Police and not admitted to jail are confined in Police lock-ups under the authority vested in Police by the provisions of sec. 35 J. C. P. C. (46 C. P. C.) and not ordinarily are during the periods of such confinement, entitled to the conveniences and comforts of home life such as a wash, a stroll or change outside the lock-ups, but in case of approvers, to whom it is desirable to extend such privileges and facilities, (barring of course those which are likely to interfere with their safe custody), with a view to keep them in hand, and sick and diseased persons who by reason of ill-health deserve sympathy and care, a more considerate treatment ought to be meted out; the former may be taken out of lock-ups at intervals, under proper guards, and the latter sent to a dispensary under adequate escort or medicines administered inside the lock-ups and milk and other suitable diet supplied according to medical advice.

357. When a person has been lawfully detained in Police custody and confined in a Police lock-up, a standing sentry shall be invariably posted for the safe custody of prisoner or prisoners locked therein. Ordinarily the lock-ups at Police stations and posts have been placed in close proximity to office and store-rooms, with iron-grated doors opening in the front. Accordingly the position of the Thana sentry and the range of his march in the case of old type buildings shall, unless there are specific orders to the contrary, be the front of the Thana, comprising of the space between the two front flanks of the building. In enclosed buildings of the modern pattern, the sentry shall take his position outside the entrance gate by day and inside it by night; the essential requirements of his duty in either case being that both the male

and the female lock-ups, the store room and the station office shall remain constantly in his view, both by day and by night.

358. At Police stations, if there is paucity of men and there is no accused person in the lock-ups nor very valuable property in the store room, and at out posts which do not run lock-ups, there may be only two constables during 24 hours of the day, each doing *nigrani* duty in undress, during half the day and half the night.

359. A constable on this duty shall not be expected to do more than merely keeping on the alert and need not necessarily be in uniform, unless so directed by the gazetted officer-in-charge.

360. Every prisoner in Police custody shall be searched on first admission and on every occasion when he is re-admitted to a lock-up, after being taken anywhere beyond the precincts of the Police station or the Post as the case may be. The search of female prisoners shall be conducted by a woman in the manner prescribed in sec. 41 J. O. P. C. (52 C. P. C.).

361. Sweepers, bhishties and every person other than a Police officer, having access to a lock-up, shall be searched both before entering and on leaving.

362. The doors of Police lock-ups shall not be opened except in the presence of the station clerk or other responsible Police officer present at the station, who shall take all possible precautions to prevent a rush or escape.

363. The sentry shall be responsible to see that no article of any kind whatever including articles of food is passed to prisoners inside the lock-ups, except in the direct presence or with the explicit permission of the station clerk or other responsible Police officer present at the station, who shall personally examine all articles of food and other supplies before they are passed in. Such officer shall be responsible to see that no article likely to facilitate escape or suicide is concealed in the food or is lying adjacent to a lock-up, within easy reach of

the inmates; special care being taken of the pagris and such other clothes as can be easily used for hanging and strangulation purposes, also of the shoes which could serve as weapons of offence, in event of a disturbance inside the lock-ups.

364. A notice written both in english and vernacular shall be hung outside each Police lock-up showing the maximum number of male or female prisoners which each lock-up is capable of accommodating. The authorised number shall never be exceeded; any excess shall be accommodated in a convenient building under an adequate guard.

365. Permission for the accused persons to interview their relations and friends whilst in Police custody is a very rare privilege and shall not be extended as a jail routine. Messages which appear reasonable and necessary may, however, be communicated through the senior Police officer present at the Police station, after being noted in the station diary and the case diary concerned. In very special cases when the circumstances explained by an interviewing party disclose a genuine necessity, the officer-in-charge of the Police station concerned may permit an interview during the period of Police custody *i.e.*, during the first three days of the arrest.

Once this period has passed and the prisoner has been produced in court for remand, adjournment of trial, no interview shall be granted by Police of their own authority. In such cases, the permission of the magistrate having jurisdiction shall be sought by the interviewing party and till such permission is obtained in writing, the party concerned shall not be allowed to talk to the prisoner.

366. In the former case, where a permission is granted by the Police of their own authority, the interview shall invariably take place in the direct presence and personal hearing of the officer-in-charge of the Police station concerned. In other cases, the officer-in-charge of Police station may attend an interview

if so required by the magistrate granting the permission. If the magistrate's order is silent on the point, it shall mean his implied consent and the Station officer would be entitled to attend the interview. When present, he shall take a verbatim note of the conversation which takes place between the caller and the prisoner and record the same in the station diary and where the case concerned is cognizable, also in the case diary concerned. Where an interview is permitted by Police of their own authority, the necessity and justification thereof shall be explained in both these records, before the interview is allowed to take place.

367. All authorised interviews shall take place at the iron grated doors of Police station lock-ups; the prisoner sitting inside the door and the interviewer outside it, while the lock shall remain closed throughout. The Senior officer present at the Police station shall arrange to overhear the conversation and may, if he finds the prisoner or the interviewer indulging in a subject which is not specifically mentioned in the order granting the permission, interfere and cancel the rest of the interview.

368. The procedure laid down in the foregoing paragraphs regarding use of handcuffs and ban on interviews and unauthorised articles is adequately covered by legal provisions under sec. 39 J. C. P. C. (50 C. P. C.).

369. 72 hours is the maximum period allowed to Police under sec. 50 J. C. P. C. (61 C. P. C.) for detaining arrested persons in Police custody on their own authority. At the expiry of this period, if the investigation remains incomplete, a remand shall be invariably obtained from the magistrate having jurisdiction, under sec. 160 J. C. P. C. (167 C. P. C.) for any number of days required, upto a limit of one fortnight.

Remands and
adjournments.

370. In very rare cases in which investigation cannot be

completed even within the full remand period, an adjournment under sec. 265 J. C. P. C. (344 C. P. C.) may be applied for, at the expiry of the maximum period of 15 days allowed under sec. 160 J. C. P. C. (167 C. P. C.). It should be remembered, however, that the custody of accused persons in adjourned cases cannot be claimed back by Police under any law in force at the time being; consequent on an order of adjournment passed under this law, the accused persons, if any in Police custody, shall be forthwith transferred to judicial custody as a matter of legal procedure, a departure wherefrom is not possible except under very special circumstances.

371. Remands and adjournments shall not be applied for except in very exceptional cases in which special features justifying the necessity of this course exist. As a matter of law and rule, the Police are expected to put up complete or incomplete charge sheets under sec. 163 or 166 J. C. P. C. (170 or 173 C. P. C.) as the case may be, within the prescribed period of three days. Accordingly, every possible effort should be made to complete the investigations within the first three days of the arrests. If, however, a remand becomes inevitable it should be obtained in small instalments, never exceeding the time actually required for completion of investigation; the gazetted officers shall be responsible to see that the investigating officers do not keep accused persons in Police custody longer than actually necessary. The same principle shall apply to extradition cases and the incomplete charge sheets sent up for record of *prima facie* evidence shall not, except in every special circumstances, be delayed beyond the prescribed limit of three plus fifteen days, as like the incomplete charge sheets sent up under section 160 J. C. P. C. (170 C. P. C.), the extradition cases too involve custody of arrested persons who should not be allowed to suffer detention, merely because the Police are not capable of completing their investigation in time.

372. Applications for grant of remands under sec. 160 J. C. P. C. (167 C. P. C.) and adjournments under sec. 265 J. C. P. C. (344 C. P. C.) shall be made on the form prescribed in the appendix for incomplete charge sheets and shall be accompanied by case diaries concerned in either case.

373. Officers-in-charge of Police stations shall arrange for the dieting of all accused persons arrested by Police and detained in lock-ups, attached to Police stations and posts.

374. The sum expended on the diet of each individual shall not exceed the scale prescribed, from time to time, by the council of state.

375. The Police shall provide for dieting on and from the date of arrest to and for the date on which the prisoner is placed in a magisterial lock-up.

376. The amount of money required for dieting and carriage of prisoners shall be spent from the permanent advance of the Police station concerned and charged to the appropriate heads of Police budget by means of *mahakmana* bills.

377. The accounts branch of the central Police office shall be responsible to recoup the permanent advance fund of Police stations every fortnight; any breach of this rule on the part of the central office, shall be brought to the notice of the Inspector-General, by means of a separate reference made through the superintendent concerned.

CHAPTER V—PROSECUTION CONSTITUTION.

378. With the sanction of council of state conveyed in their resolution no. 12 dated 5th july 1935, a
Personnel. Central Prosecution Agency has been created at head-quarters with effect from the 1st september 1934 and placed under the charge of a gazetted officer designated the prosecuting Superintendent Police, who is made responsible for the representation of state in all Police cases in their original trials both at head-quarters and in the mufassil.

379. The prosecuting Superintendent is assisted at head-quarters by a prosecuting Inspector and an assistant Public Prosecutor, for dealing with cases coming up for trial in sessions courts. Both these officers as also the Superintendent himself have been vested with the powers of a Public Prosecutor appointed under sec. 378 J. C. P. C. (452 C. P. C.) in respect of all sessions cases.

380. For purposes of prosecution of police cases in original courts, Police officers of the rank of sub-Inspector are deputed in all nizamats and subordinate courts, both at head-quarters and in the mufassil. These officers likewise have been vested with the powers and charged with the functions of a Public Prosecutor appointed under sec. 378 J. C. P. C. (452 C. P. C.) in respect of all cases which may be enquired into or are triable by a magistrate with full powers throughout a district.

381. The divisional Superintendents of Police are by virtue of their rank, *ex-officio* Public Prosecutors appointed under the same legal authority, in respect of all cases committed from their respective divisions for trial in the sessions courts. As such they are lawfully entitled to prosecute their sessions cases themselves except when incapacitated under sec. 381 (4) J. C. P. C.

(495 (4) C.-P. C.) by reason of having participated personally in the investigation of any such case.

382. With every prosecuting sub-Inspector is attached a literate subordinate for the purpose of maintaining prosecuting registers and assisting the Prosecuting officer in receiving, checking, cataloguing and issuing to court orderlies, exhibits and other property connected with police cases and police reports.

383. With every magistrate, whether stipendiary or honorary, having first class or superior powers, is attached a court orderly of the rank of constable of police, for purposes of keeping order in the court and carrying out lawful orders both of the Magistrate and the Prosecuting officer concerned.

384. For purposes of internal economy and discipline affecting the prosecution branch both at head-quarters and in the mufassil, the prosecuting Superintendent shall be the administrative head throughout the State subject to the authority of the Inspector-General and the Dy-Inspector-General in their respective ranks. As a gazetted officer, his powers, authority and responsibilities, save in the circumstances enumerated below, shall be exactly equal to the privileges and liabilities legislated for the divisional Superintendents of Police in 'Schedule of powers' appended at the end.

385. While it is not desirable to detract in any way, from the direct control of the divisional Superintendents, in the matter of administration of crime reported from their respective divisions, the control of the work of prosecution thereof, after it is committed to court, shall vest entirely with the prosecuting Superintendent of Police, in his capacity as the head of the Police Prosecution Agency and fullest support shall be given to him in maintaining his authority in this behalf. Accordingly his advice in all matters affecting prosecution of police cases shall, in the absence of any opinion to the contrary expressed by

the Public Prosecutor or the Dy-Inspector-General or the Inspector-General of Police, be held to be binding on all officers of and below the rank of Superintendent of Police.

386. The Prosecution Agency, as a whole, shall be responsible for:—

Functions

- (i) representation of State in all cognizable cases and cases taken up on police reports;
- (ii) institution of appeals in sessions and district courts against orders of acquittal, and filing of applications for the exercise by such courts of their powers of revision, in cases in which inadequate punishments have been passed or where prosecution is adversely affected by any intermediary orders passed by magistrates;
- (iii) disposal of correspondence relating to extradition cases, inter-statal and heinous crime and the noted absconders and proclaimed offenders;
- (iv) maintenance of finger print records and disposal of correspondence relating thereto;
- (v) protection of Police officers in their legal rights, when their *bonafide* good faith actions done in public capacity are questioned in courts;
- (vi) protection of privileged records of Police, when their production is demanded in courts, against the wishes of the department;
- (vii) advising on legal questions and directing legal actions, where necessary.

CENTRAL PROSECUTION AGENCY.

387. The Central Prosecution Agency shall be responsible for:—

Duties.

- (i) dealing with cases coming up in appeal and revision in sessions courts;

- (ii) presentation and prosecution of police cases in their original trials in the sessions courts ;
- (iii) upkeep of files and records in connection with extradition and special report cases ;
- (iv) maintenance of all-state proclaimed offenders and finger print lists, and
- (v) such other work as may be lawfully entrusted to the prosecution branch, in connection with matters and questions having, a legal aspect or those coming up in Police, which require a legal direction.

388. The institution of appeals in chief court and the filing of applications for the exercise of powers of revision by that court is the prerogative of the Public Prosecutor, who may call for any assistance, he needs, from the prosecuting Superintendent and his chief assistants, i. e. the assistant Public Prosecutor and the prosecuting Inspector. The prosecuting Superintendent and his assistants shall render all possible assistance in the preparation of the grounds of appeals and revisions and shall equip the Public Prosecutor with complete information regarding such cases, which is in the possession of Police. They will ungrudgingly show him all files and papers connected with such cases, including those marked 'confidential'.

389. As a rule, the Public Prosecutor is required to represent the State personally in all appeals and revisionary proceedings, but such of the less important appeals and revisionary cases including revisions of orders of discharge made under sec. 348 J. O. P. C (436 C. P. C) as are taken up by sessions and subordinate judges may, in the event of the Public Prosecutor being pre-occupied, be represented at head-quarters by the prosecuting Superintendent or one of his chief assistants, i. e. the assistant Public Prosecutor or the prosecuting Inspector and in the mufassil, by the prosecuting sub-Inspectors attached to district courts.

390. All modifications of original decisions made in an appeal, revision or reference shall be communicated by the Public Prosecutor direct to the Inspector-General or in his absence to the Dy-Inspector-General of Police. Where the prosecuting Superintendent or one of his assistants has conducted the prosecution case in an appeal or revisionary proceedings, the result shall be reported simultaneously to the Public Prosecutor and the Inspector-General of Police.

391. Copies of judgments and depositions required for the purposes of filing appeals and applications for revision or other legitimate purposes are exempted from copying charges and should be obtained free of charge by the Prosecuting officer concerned, prior to moving the Public Prosecutor for filing of appeals and revision applications.

392. Whether or not an appeal is intended to be instituted or an application for revision is proposed to be filed, copies or translations of decisions made and depositions recorded in cases in which Police officers are convicted or though acquitted, are left under suspension or censure, shall be obtained from the courts concerned, free of charge, by the Prosecution Agency and sent to the Inspector General of Police to enable departmental action being taken, where necessary. Such copies too are exempted from charge, as in the rules framed for supply of copies, provision has been made for the Inspector General to call for the record or copies or translations thereof, in any decided cases in which the Police are affected, as well as in cases of professional crime or cases in which confessions that are of value to the Police, have been recorded by magistrates.

When, however, a perusal of the original record will suffice, copies should ordinarily be dispensed with.

393. Not infrequently, cases have occurred where undue delay has taken place in reporting for revision, the unsatisfactory orders of subordinate courts or in moving chief court to institute

appeals. It shall, therefore, be henceforth incumbent upon the Prosecution Agency to report to the Dy-Inspector General without losing any time, the *prima facie* unsatisfactory decisions awarded by lower courts and the latter shall forthwith request the Public Prosecutor to file appeals or applications for revision as found necessary, and all appeals and applications for revisions filed by or at the instance of Police shall be entered in the register of appeals and revisions, maintained in the manner prescribed in rule 408.

394. The prosecuting Superintendent shall deal with all extradition files on behalf of the Inspector General, bringing important cases to his notice and disposing of others under orders of the Dy-Inspector General. He shall be responsible to see that criminals wanted by foreign territories are made over to them within the period prescribed in the treaty concerned and those arrested by Jaipur Police in foreign territories are taken over without any unnecessary delay. It shall be his duty to arrange with the executive Police and the judicial authorities, for early receipt and despatch of *prima facie* evidence in such cases. He shall maintain a register in the form prescribed in the appendix, for a systematic record of all extradition and special report cases and shall consult the Dy-Inspector General every morning, on all fresh informations received from the investigation agency regarding such cases and reproduce the same in the said register, in the manner prescribed in rules 409 to 426.

395. The prosecuting Superintendent shall similarly deal with all special report files, forwarding the first reports and all continuation reports with his remarks to the Dy-Inspector General, after reproducing the necessary particulars in his special crime register, which is required to be taken to that officer daily. For the details and method in which fresh informations are recorded in this important

register, please see instructions under head 'registers' contained in rules 409 to 426 of this chapter.

396. All correspondence relating to the proclaimed offenders shall be dealt with by the Prosecution Agency and the prosecuting Superintendent shall be responsible to see, that fullest measures are taken by the executive Police for apprehension of such offenders. It shall be his duty to constantly beckon on the executive Police for the early rounding up of such offenders and to keep them informed of their probable whereabouts, as come into his possession from the different sources placed at his disposal.

397. For purposes of facility and ready reference in dealing with outside authorities in the matter of criminals wanted by one State from another, he shall maintain an all-state proclaimed offenders' list, in the manner prescribed in rules 427 to 429.

398. As prescribed in chapter III, finger prints are taken of all registered members of criminal tribes and all persons convicted by Jaipur courts under the specified offences scheduled in the appendix. The local proficients shall send the finger prints to the central prosecution office and the prosecuting Superintendent shall be responsible to see that they are promptly forwarded, with necessary care, to the finger print bureau, Mount Abu.

399. All references made to the central Police office regarding the identity and antecedents of previously convicted persons or members of local criminal tribes shall be dealt with by the prosecuting Superintendent of his own authority, as the duty of establishing the identity of unidentified criminals and securing their identifications through the comparison of finger prints, devolves on the Prosecution Agency of Police. The prosecuting Superintendent shall, therefore, refer all doubtful cases to the finger print bureau, Mount Abu,

where his own records are not definite on the point of identity of offenders and members of criminal tribes.

400. The prosecuting Superintendent shall be required to express the legal point of view in all cases referred to the Inspector-General for his permission, under sec. 188 J. P. C. (197 I. P. C.)

401. In the event of a Police officer being prosecuted against the decision of the department, for an act done in *bona-fide* good faith in his official capacity as a Police officer, which has been endorsed by his superior officers, or on a charge which to the knowledge and belief of the department is neither genuine nor justified and consequently unwarranted, the Prosecution Agency shall be required to conduct the case of defence, as they would do a prosecution case in the trial of a cognizable offence.

402. A Police officer is bound under the provisions of sec. 158 J. E. A. (162 E. A.) to produce in court, any document in his possession or power, if summoned to do so, but if such document is an unpublished official record relating to any affairs of the State, he is prohibited by the provisions of sec. 119 (123) of the same Act, from giving evidence derived from such document and the court is prohibited from inspecting the same, unless the head of the department has expressly recorded his consent.

403. While the prohibition regarding the giving of evidence derived from other Police records is not absolute, the provisions of sec. 120 J. E. A. (124 E. A.) permit a Police officer to refuse to disclose orders or other communications made to him in the course of his official duties, when he considers that the public interests would suffer by such disclosure.

404. When the production of official correspondence is in question, the head of the office possessing such correspondence has authority to grant or withhold permission under sec. 119 J. E. A. (123 E. A.). In exercising this discretion, he will be

guided by the general rule, that correspondence may not be produced without the permission of the highest authority concerned. If, therefore, the production of any of the Police records enumerated below, which have been privileged under sec. 119 J. E. A. (123 E. A.) is demanded by any court of law, a certificate must first be obtained from the Inspector-General by the Police officer called upon to produce them. The Inspector-General may at his discretion allow or refuse evidence derived from such documents to be given:—

- (i) first information report (book 1) and case diaries,
- (ii) daily diary (book 2),
- (iii) register of absconders (book 4) and proclaimed offenders,
- (iv) village crime registers (book 9),
- (v) surveillance register (book 10), history sheets and personal files and their index (book 11),
- (vi) bad character rolls (book 11-a),
- (vii) intimation sheets (book 12 and 12-a),
- (viii) all unpublished orders of the State or of the officers of Police contained in case files or Police office files,
- (ix) all documents and records which are classed as 'secret' and 'confidential',
- (x) all demi-official and semi-official correspondence.

405. While the Public Prosecutor is the chief legal adviser of the State, the prosecuting Superintendent is so, in relation to the criminal work administered by Police. Questions of highly technical nature or matters involving serious difficulties, through the handicaps of law and cases where opinions have differed are ordinarily referred to the Public Prosecutor, but such of these questions, matters and cases, as carry less importance and can be settled internally, shall be referred to the prosecuting Superintendent for his opinion and advice. The prosecuting Superintendent shall in such cases be expected to give the department, the benefit of his legal knowledge and experience. An advice given

Legal advice

by him in such cases shall, unless the Inspector-General or the Dy-Inspector-General has differed, be invariably adhered to and acted upon.

406. In giving his opinion on legal points and questions, the prosecuting Superintendent shall always quote the law or the chief court rulings in support of his version, without which an opinion given by him will not be held to be binding on the investigating agency of the Police.

407. He shall undertake to equip the gazetted officers of Police and in some cases, also the non-gazetted officers, with up-to-date informations regarding the affects of law as produced in Chief court rulings or in any awards made by other responsible courts and shall send to them, from time to time, rulings and copies of decisions and judgments, when any important points relating to administration of crime have been discussed or dealt with therein.

The following registers shall be maintained in english in
 Registers. the Central Prosecution Office, under the direct supervision of the prosecuting Superintendent

408. No form has been prescribed for this simple register
 Register of appeals and revisions. and it may be maintained in any form deemed convenient by the prosecuting Superintendent whereby he may readily report on the progress in appeal and revisionary cases pending in courts.

409. A special crime register shall be maintained in the
 Register of special crime manner prescribed below which shall show the daily progress made in all special report and extradition cases.

The register shall be divided into groups of offences corresponding to statements required to be submitted with the annual report. At the top of the first page allotted to each group, shall be written the heading of the group and the pages shall be cut to display the headings.

410. On the receipt of the first report in special and extradition cases, the reader of the prosecuting Superintendent shall enter in this register, as many of the required particulars as may be possible, and as the investigation proceeds, he shall enter from the continuation reports, any additional particulars necessary to complete the form.

411. If a case sent up by Police is convicted under a section of law, other than that entered in the register, a red line shall be drawn through the original entries and fresh entries made under the group which includes the offence, of which the offender is actually convicted.

412. If one person is convicted of the offence originally entered, and another person of a different offence, the original entry shall be corrected and a fresh entry made of the separate conviction.

413. Every erasure and alteration shall be so made, that the original entry remains legible.

414. Cases cancelled shall be crossed by a red line drawn through them; giving a note on the margin of the order of cancellation, with the date and the name of the officer who made it.

415. At the close of each year, the register for the year in question shall be totalled and the numbers in each group of offences, after deducting the cancelled cases, shown separately; these totals being required for the preparation of annual statistics of crime.

416. Each separate offence shall be reckoned as a separate case, although several such offences may have been joined for the purpose of trial.

417. The question, whether a set of facts constitutes one offence or more than one offence, shall be determined with reference to sec. 221 J. O. P. C. (235 O. P. C.).

418. When a case is sent for trial and a final order is

passed, such case shall be entered under the offence for which the accused person is convicted or acquitted. If such conviction or acquittal covers the facts reported by Police, the police returns shall, if they differ, be amended accordingly and the original report cancelled.

419. Cases cancelled by order of magistrates shall be excluded from the police returns, but the arrest of any person in a case thus cancelled, together with the particulars required by the form, shall be shown in the columns relating to persons.

420. Bank notes, bills and cheques payable to bearer shall, when their cash value has been effectually transferred from the person from whom they were stolen or taken in an offence, be entered at their cash value; while the bonds, securities, cash books, ledgers and the like shall be entered only at the value of their component materials.

421. Property stolen or recovered shall be entered in the returns of the year in which the report is made, irrespective of the true date of such loss or recovery; no such loss or recovery shall be recorded in the returns of more than one year.

422. If an accused person is discharged and subsequently re-arrested and convicted on the same facts, or if an accused person is acquitted and such acquittal is subsequently quashed and the person convicted on the same facts, only one arrest and one conviction shall be shown in this register.

423. When an accused person dies, commits suicide, or becomes of unsound mind after the commission of an offence, a note of the fact shall be made in the column of remarks.

424. Persons shall be shown as acquitted or discharged, who die before the conclusion of the trial or who are discharged or acquitted in a cognizable offence, whether such offence has been cancelled or not, and whether they are convicted of a non-cognizable offence or not.

425. For the purposes of this register, a final order is the

order which stands after all appeals have been heard; a decided case is a case which has been brought to trial; and a discharged person is a person not brought to trial.

426. This register will form a convenient and valuable source of information for the adequate supervision required to be exercised by the Inspector-General and the Dy-Inspector-General, of all extradition and special report cases. It gives information not only of the action of Police, but also affords the means of watching progress and the results of business in court. A few minutes spent each day by the head of department on considering the entries for the day and for preceding days, will enable him to maintain a close touch with and a proper hold on the investigations and prosecutions of all serious crimes reported in the State. He will, by daily perusal of this register, be able to discover cases, which have been pending for an inordinately long time, also the entries for the day will bring to light at once, the orders of courts which are *prima facie* unsatisfactory and which require the scrutiny of superior courts. The register, therefore, apart from manifold internal advantage which it possesses, facilitates the making of references to the chief court and puts the head of the department in a position, at the earliest possible moment, to initiate proceedings by way of appeal. Further, it gives him timely information of any omission on the part of courts to record evidence of witnesses produced or any dilatoriness in the trial of a heinous crime in any lower court. The prosecuting Superintendent shall, therefore, devote his fullest attention to the daily completion of this register and shall be responsible to produce it before the Dy-Inspector-General, the first thing every working morning before the set work of the day starts.

427. The list shall be maintained in the ordinary form prescribed for the Police station lists of proclaimed offenders and shall concisely

Proclaimed offenders' list.

show the names and particulars of all such offenders, as have been proclaimed under secs. 77-78 J. C. P. C. (87-88 C. P. C.) in the State or have been reported to the State from a foreign territory. The residents of the State shall be shown in red and others in black ink, in the manner prescribed for the maintenance of Police station register 4.

428. At the end of each quarter *i. e.*, as soon as proclaimed offenders' quarterly lists have been received from the divisional Superintendents, the prosecuting Superintendent shall make the necessary additions and alterations in the all-state register of proclaimed offenders and where necessary, shall address the heads of Police in the territories concerned, for the arrest of offenders who are residents of other states and territories and are wanted for cognizable offences in this state.

429. At the end of the working year *i. e.*, soon after the 31st august each year, the prosecuting Superintendent shall draw up a fresh consolidated list, after all the changes reported during the year have been given effect to and shall send relevant abstracts therefrom, to the divisional Superintendents concerned. If this list is printed, complete copies shall be supplied to all Superintendents, Inspectors, and Station officers in the State, as well as to the administrative heads of Police departments in the neighbouring States and British districts.

430. An all-state register shall be maintained in the Central
Finger print register. Prosecution Office, under the direct supervision
of the prosecuting Superintendent, for a
systematic record of all convicts and members of criminal tribes
whose finger prints have been placed on record at the finger
print bureau, Mount Abu.

431. The head proficient working under the prosecuting Superintendent shall enter in this register, the names of all persons convicted of scheduled offences, as well as all those who have been brought on the register of criminal tribes, quoting the

dates on which the finger prints of each were sent to the bureau at Mount Abu; the form has been prescribed in the appendix.

PROSECUTING OFFICERS

432. A Prosecuting officer shall receive and scrutinize
Duties of prosecuting officer. challans and shall conduct the prosecution of Police cases in the court or courts, allotted to him for the purpose.

433. On convictions awarded in Police cases, which have been upheld in appeal or in which no appeal lies or no appeal has been filed, he shall detach the charge-sheet slips from the challan file and return them, duly filled in, to the reporting Police stations and the divisional officers concerned, sending additional slips to the home Police station, where a convicted person does not belong to the jurisdictions of the reporting Police station.

434. He shall take charge of and produce in court, the articles of property received in connection with cases, as well as all unclaimed and suspicious property received from Police stations for orders of magistrates; the perishable articles being disposed off in accordance with the provisions of sec. 414 J. C. P. C. (525 C. P. C.).

435. He shall receive untraced and cancellation reports under sec. 166 J. C. P. C. (173 C. P. C.) from the Police stations in his charge and obtain magistrates' orders thereon, which shall be communicated to the Station officers concerned without any delay.

436. He shall transmit court warrants and summons to the executive Police and shall see that such processes are executed without delay.

437. He shall act as a channel between the executive Police and the courts, in so far as the correspondence pertaining to criminal cases is concerned.

438. He shall keep the Superintendent of division informed

of all matters in connection with criminal cases under trial and shall bring to his notice, cases requiring his special attention.

439. He shall submit a weekly diary to his Superintendent, showing cases received for trial, convicted, discharged or acquitted and those pending in court during the week.

440. He shall carry out instructions, if any received from a gazetted officer of Police, in connection with a case under trial or a matter which requires judicial action or orders.

441. He shall carry out instructions issued from time to time, in connection with judicial bills and shall be responsible to see, that payments for the judicial expenses incurred by Station officers are made promptly by the nazirs concerned.

442. He shall punctually send to his Superintendent, copies or abstracts of orders discharging or acquitting accused persons in Police cases and shall quote grounds on the strength of which he proposes an appeal or an application for revision to be filed.

443. He shall keep in view the orders regarding the formation of the criminal museum at the Police training school, Jaipur, and shall take orders of the Dy-Inspector-General who is the *ex-officio* Principal of the School and of the court concerned, for the acquisition of weapons, instruments and other articles connected with cases sent up for trial which may be considered useful as exhibits of educational value, and shall forward such weapons, instruments and articles, with a brief note on their use and object, to the Director of studies, Police training school, Jaipur, through the prosecuting Superintendent and the Dy-Inspector-General of Police.

444. Before taking a case to court, the Prosecuting officer shall scrutinize the challan and hear the complainant, the witnesses and the accused. He shall satisfy himself, that incomplete charge-sheets and other necessary papers have been attached to the charge-sheets; that the identity

Scrutiny of challans.

of the accused persons has been satisfactorily and fully established; that in cases where an accused person is on security and such security will be liable to confiscation in the event of conviction, the fact is duly noted in the charge-sheet, so that the attention of the court may be drawn to it; that witnesses are according to the list entered in the charge-sheet; that the file of case diaries is complete and no papers belonging to it are attached to the charge-sheet; and that no omissions or defects in the investigation remain unrectified or unexplained. If he is satisfied that the case is in order and the evidence is sufficient to warrant a conviction, he shall enter the challan in his register of cognizable cases and produce the parties, papers and the property in court. In the other case, he shall return the papers to the reporting Police station, through the Superintendent of the division or the Inspector of the circle, with a note mentioning the flaws and weak points and suggesting remedies, where possible, for their rectification.

445. While returning the challan papers to a Police station, the Prosecuting officer shall refrain from making any comments on the charge-sheet or on any of its enclosures, as an adverse remark made on this open record may adversely affect the prosecution of the case concerned, during the course of trial. He should record his comments on a separate piece of paper, which when returned to him, shall be detached from the challan file and sent to the Police station concerned, for being appended to the file of case diaries.

446. In the event of an accused person accompanying a challan which requires a further investigation, the Prosecuting officer may apply for and obtain a remand under sec. 160 J.O.P.C. (167 C. P. C). If the maximum period of 15 days allowed by the provisions of sec. 160 J. C. P. C. has already expired, he shall consider whether sec. 383 J. C. P. C. (497 C. P. C) should be resorted to. Before, however, actually bailing out an

accused person, he shall refer the matter to the Superintendent of the division if in station or in his absence to the Inspector of the circle. If both the officers are out, he shall use his own discretion but shall not, in any case, take orders or suggestions from officers of the Thana, sending the challan.

447. The divisional Superintendent or in his absence, the circle Inspector shall, on receiving the prosecuting officer's note, issue necessary instructions for completion of the case and the Station officer concerned shall thereupon proceed to comply with such instructions. On completion, the case will be sent back to the Prosecuting Officer, and the latter shall, if now satisfied, produce it in court.

448. The Prosecuting officer shall be responsible to see, that prisoners under arrest are thoroughly searched before being taken into court. If prisoners have been brought in chains, the handcuffs shall not be opened in court unless the presiding officer of the court specifically orders their removal.

449. It shall be one of the important duties attached to the office of the Prosecuting officer to resist a compromise offered in cases under sec. 409 J. P. C. (420 I. P. C.) in which habitual cheats and professional swindlers are concerned as also in cases which show features of danger to a wider public, than the complainant in the individual case before the court. A case falling under the latter category would be one in which the method by which the crime has been committed, is or is likely to be widely employed.

450. Both at Jaipur and in the mufassil, on days on which the courts are closed, an officer of the prosecuting branch, not less in rank than a sub-Inspector shall attend the court having original jurisdiction to receive accused persons, weapons, articles and property and to transact urgent business.

451. The witnesses accompanying a challan shall, so far as possible, be examined the same day where after an adjournment may be obtained, if necessary. The investigating officers have been instructed to collect all

Record of evidence.

witnesses, whom it is desired to produce in court, and take personal recognizances from them to appear on the same date, as that on which the charge-sheet is expected to reach the court head-quarters. The challans have been ordered to reach court head-quarters clear 24 hours before the expiry of the period of custody or before the date fixed for the first hearing, as the case may be. It shall be the duty of the prosecution branch to facilitate the working of this system and the prompt disposal of Police cases by arranging with magistrates, that a special period be set apart daily for dealing with fresh challans and by giving magistrates, a timely notice of the anticipated presentation of a Police challan. This period should be so fixed, as to allow time for witnesses to reach the prosecution office concerned and for challans to be thoroughly checked in advance of their presentation and at the same time, to permit of all new Police cases being taken up by magistrates at such an hour that it may be possible for the bulk of the prosecution evidence to be recorded before the courts rise for the day. When there are a large number of prosecution witnesses in a case, only the more important ones, whose evidence is necessary to facilitate the early framing of charges, shall be produced on the first day.

452. In serious cases, the investigating officers shall send the accused persons for trial under sec. 163 J. C. P. C. (170 O. P. C.), immediately after their arrest, whether the investigation is complete or not. Witnesses shall accompany such incomplete challans as well and shall be placed before the magistrate the same day, as is done in the case of complete challans. In such cases, as soon as the available evidence has been recorded, remands or adjournments under sec. 161 or 265 J. C. P. C. (167 or 344 O. P. C.) shall be arranged as may be necessary and the evidence obtained thereafter shall be produced subsequently, with subsidiary challans

453. The system of sending up material witnesses with the

challans, however, cannot be carried out satisfactorily unless the work of magistrates is so arranged that they can commence the trial for fresh challans without any delay and without any unnecessary detention or inconvenience being caused to the witnesses. All arrests made by Police without warrants are duly reported to the magistrates under sec. 51 J. C. P. C. (62 C. P. C.) and all remand orders passed under sec. 167 C. P. C. by subordinate magistrates are similarly reported. Both these reports, as also the first information reports which are sent to magistrates under sec. 151 J. C. P. C. (157 C. P. C.) give them ample notice of the probable date on which challan, are expected to reach the courts. Every magistrate will thus be in a position to know what crime is under investigation in his jurisdiction and what cases are likely to reach his court, within the next few days. While submitting intimations contained in the first report and subsequent reports of arrests and remands, the Prosecuting officer should impress upon the magistrate concerned that the challan relating to such reports should be taken up immediately on receipt, unless the magistrate is already engaged on another challan or on a complaint case, in which a postponement would work genuine hardship; that the witnesses should be examined and discharged without any unnecessary detention; that the trial should proceed from day to day without interruption, and that charges should be framed without delay and without adjournment for the purpose of considering whether a charge should be framed or not. If the production of witnesses along with the challan, renders it impossible on any particular day, to record the statements of witnesses present in complaint cases, the evidence of the latter could be recorded the first thing next morning before the business of that day is undertaken and similarly on any succeeding day the arrears of the previous day could be disposed off, before the set work of that day starts. In this way, it will be possible to avoid detaining any witnesses for more than two days at the

utmost. Should congestion occur or be threatened, the magistrates should be asked to apply promptly to the chief court for sanction to fix one or more blank days in the week, to be utilized for catching up with arrears.

454. Copies of statements recorded by Police under sec. 154 J. C. P. C. (161 C. P. C), when asked for by **Supply of copies.** accused persons under sec. 155 J. C. P. C. (162 C. P. C.) and copies of final reports similarly asked for under sec 166 (4) J. C. P. C. (173 (4) C. P. C.) shall invariably be supplied on payment, unless the presiding officer of the court decides otherwise. The subordinate official responsible for making these copies shall ordinarily be the Police officer appointed to assist the Prosecuting officer of the court. The half share of the copying fees which is payable to the actual copyist, shall be paid to this subordinate when he is entitled to it, but neither that official nor any other Police officer shall have any share in or responsibility for the collection of copying fees or for keeping accounts thereof.

455. On every conviction, the Prosecuting officer shall fill **Conviction slips** in and despatch to the Police concerned, the charge sheet slips and where necessary, also the conviction slips, provided that :—

- (a) no appeal lies in the case,
- (b) the case though appealable, no appeal has been filed and the limitation has expired,
- (c) the conviction has been upheld on appeal.

456. Such of the slips, as have been retained pending results of appeals, shall be kept in pigeon-holes and separate intimations of the decisions of lower courts sent to the Police stations concerned. On the results of appeals being known, such charge sheet slips shall be returned to the reporting Police stations and the Superintendents of the divisions concerned.

457. When a charge sheet slip refers to the conviction of a

person who is resident of a Police station other than that from which the case was sent for trial, the Prosecuting officer shall also send a conviction slip to the Police station of which such person is a resident, besides returning the charge sheet slips to the reporting Police station and the divisional Superintendent of Police.

458. Where there is any doubt as to the residence of a convict or where a convict remains unidentified or belongs to a foreign territory or is a member of a wandering gang, the conviction shall be recorded at the Police station from which the case was sent up for trial and in such cases, no conviction slip shall be issued by the Prosecuting officer, though the charge sheet slips shall still be sent, as in every other case. In case of unidentified convicts, the Prosecuting officer shall be careful to see that the fact is duly noted in the prisoner's warrant of commitment to prison, as such prisoners are required to be specially classified in the jail and the Superintendent of the jail is required to furnish to Police, a periodical statement in respect of each such prisoner, giving particulars of persons who interview him in jail and clues to his identity which are obtained from examination of letters despatched by or addressed to him.

459. This information when received in the central Police office shall be passed to the prosecuting Superintendent who shall record the same in his office; sending copies to the subordinate Prosecuting officer concerned, the reporting Police station and the Superintendent of the division as also, where identification has been secured through these means, to the home Police station, by means of a conviction slip.

460. Weapons, articles, and other property received in connection with cases shall be entered in the *Property.* Prosecuting officer's property register and receipted for, on road certificates.

461. Money and other property found on the person of an

accused person (other than necessary wearing apparel), known as *jama talashi*, shall be likewise taken charge of, by the Prosecuting officer and entered in his property register, under a distinct entry.

462. When required for production in court, articles of property shall be taken by the court orderly under the prosecuting officer's personal supervision.

463. Animals sent in connection with cases shall be kept in a cattle-pound or in the care of a reliable person under a regular *sapurd ginama*. In either case, the cost of their up-keep shall be recovered from the Nazim concerned, by means of judicial bills and no private person shall be made to pay such expenses.

464. When an order of transfer to another court is made or a case goes up before a superior court, the *jama talashi* and any weapons, articles and property connected with the case, which are capable of being so treated, shall be closed in a parcel in the presence of the presiding officer of the court. The parcel, after it has been packed and sealed, will be received by the Prosecuting officer attached to such court, who shall arrange to deliver it intact with unbroken seals, to a responsible official of the court to which the case is transferred or committed.

465. On conclusion of the trial, the case property shall be disposed off, according as directed by the presiding officer of the court and the *jama talashi* made over to the prisoner if he is discharged, acquitted or punished otherwise than with imprisonment. If he is sentenced to imprisonment, the *jama talashi* shall be sent to the officer-in-charge of the jail or disposed off otherwise, in accordance with the court's orders.

466. Property connected with a case in which the accused person is at large and has been proclaimed shall, if likely to be of material advantage to the prosecution, be kept at the Police station store-room in a strong box, if capable of being so treated. If after 20 years, the case still remains undecided, such property shall be made over to the Nazim concerned for disposal. When,

however, there are claimants to the property who would suffer hardship through its retention, the orders of the Nazim may be sought at any time after the proclamation order is issued, but this shall not apply to the property which is the subject of an attachment ordered under sec. 78 J. C. P. C. (88 C. P. C.).

467. While the primary duty of Prosecuting officers lies in the prosecution of proved cases, they are also held responsible for presentation in courts, of the final reports received from Police stations in unproved and disproved cases. Before putting up such reports in court, the Prosecuting officer concerned shall satisfy himself that the suspicion recorded in the final report of an untraced case is well-founded, also that a well-founded suspicion recorded in the case diaries has been duly reproduced in the final report.

468. In cases recommended for 'cancellation' due to being false, non-cognizable or of a civil nature, he shall satisfy himself by referring to the case diaries concerned, that sufficient grounds exist for cancellation. It shall be his duty to discourage the stereotyped way of putting up unproved cases for cancellation, which is a very faulty procedure and often leads to insurmountable difficulties, in the event of any such case being traced ultimately.

469. He shall obtain magistrate's orders on each such report and communicate the same to the Police station concerned after making the necessary entries in his register of cognizable offences.

470. In cases recommended for cancellation, due to the first report being maliciously false, he shall simultaneously with obtaining magistrate's orders on the final report, also obtain his permission in writing, for institution of criminal proceedings under sec. 171 J. P. C. (182 I. P. C.), should the circumstances of the case so require.

471. Every subordinate Prosecuting officer attached to a court shall, with the help of his assistant, maintain the following vernacular registers :—

Prosecuting officer's registers

- (i) register of cognizable offences, showing results of final reports and challans in cognizable cases and all intermediary orders passed by a magistrate,
- (ii) register of security cases, showing results of complaints filed by Police under heads 'vagrancy' and 'bad livelihood' and all intermediary orders passed by a magistrate,
- (iii) register of petty offences, showing results of complaints filed by Police in non-cognizable and petty offences and all intermediary orders passed by a magistrate *
- (iv) register of property i.e. case property and unclaimed and suspicious property, which shall be maintained in the form prescribed for book 17 of Police stations.
- (v) register of charge sheet slips and conviction slips, showing dates of despatch of various slips to the Station officers and the Superintendents concerned,
- (vi) register of road certificates containing 100 leaves in foil and counterfoil; the counterfoil shall be sent to the forwarding Police station by way of acknowledgment of property, challans and reports received for production in court,
- (vii) register of warrants and summons received for execution and service by Police, which shall be maintained in the form prescribed in the appendix,
- (viii) correspondence register, which shall be maintained in the form prescribed for book 5 of Police stations
- (ix) file of standing orders with an annual index, which shall be maintained in the form prescribed for book 3 of Police stations.

* A common form for these three registers has been prescribed in the appendix.

CHAPTER VI—PROTECTION

URBAN POLICE.

472. For purposes of watch and ward duty, the important cities and towns shall be divided into separate beats, which shall be allotted to town watchmen on rotatory system. Ordinarily there will be one watchman to one beat, unless there are places where it is unsafe for a watchman to be alone on duty and it is necessary to detail two or more men to patrol in company.

Urban beats.

473. The area of each beat shall vary according to the locality, the status and character of the residents, the degree of supervision and protection required and its general importance.

474. Two or more beats shall be grouped into sections for purposes of night patrol by constables who will be deputed in pairs from the patrolling post concerned, to supervise the beat duty performed by town watchmen in such sections.

475. Two or more sections shall be grouped into divisions, each division being placed in charge of a head-constable quartered in the local patrolling post, whose responsibilities and duties shall be explicitly stated in the local standing orders.

476. A beat book shall be prepared for each town in which shall be recorded, the extent of each night beat with the names of principal streets and lanes within its limits. Public buildings of importance, *serais*, lodging houses, residences of wealthy citizens; houses of ill-fame, those of goldsmiths and others who are known to be habitual receivers of stolen property and of known bad characters, surveillees and previously convicted persons; arms, liquor and drug shops; brothels and all places needing special attention situated within the beat shall be shown in the beat book, and the beat watchmen specially instructed in regard to their responsibility regarding such places.

Beat book.

477. A map to convenient scale shall be prepared for each large town showing the boundaries of night beats and the principal roads and lanes which intersect each beat; beats shall be distinguished by serial numbers in the map and the divisions and sections by letters of alphabet written in capitals and lower case respectively.

Beat map.

478. The beat duty in big towns and cities shall be performed at night by town watchmen whose responsibilities have been defined in rules 468 to 498 and supervised by beat constables and head-constables attached to the patrolling police posts concerned; the hours of beat duty shall be exactly stated in the local standing orders and adapted to the seasons of the year.

Urban beat duty.

479. Beat constables shall make themselves acquainted with the appearance of known bad characters, criminals and undesirable persons of the town and shall maintain an unobservant watch on their movements. Constables who can read and write may be provided with cheap note-books and encouraged to take notes of unusual matters or of information likely to be useful.

480. Policemen on beat and patrol duty shall wear uniform; they shall be alert and shall not enter into conversation with members of the public. If asked questions, they should reply courteously and pass on.

481. In big cities and towns, nightly systematic patrols shall be told off under non-gazetted officers and head-constables, deputed from the Police station concerned, for supervision of the duty of watch and ward performed in such cities and towns by town watchmen and beat constables and head-constables.

Beat patrols.

482. The Station officers of such Police stations shall go round by night at least once a week and the Inspector and the Superintendent in charge of such city or town, at least once in a month each. The visiting

Visiting rounds.

and grand rounds shall satisfy themselves that the head-constables, constables and town watchmen of the beat staff, have been properly instructed in their duties.

483. The appointment and dismissal of town watchmen falls within the purview of Superintendents who will maintain two registers, one for the names and particulars of watchmen and the other for candidates for this post. Appointment of jamadars and promotion of watchmen to that rank will be made respectively by the Inspector General and the Dy-Inspector-General of Police.

484. The Superintendent may at any time dismiss, suspend, or fine any town watchman, whom he considers remiss or negligent in the discharge of his duty or unfit for the same, or who is found absent from duty. In case of jamadars, final orders of punishment will be passed by the Dy-Inspector-General, except an order of dismissal which is the Inspector General's prerogative.

485. No town watchman or jamadar shall withdraw from the duties of his office unless he has received permission to resign, from his Superintendent or a higher officer, or two months have elapsed since he gave notice of his intention to resign.

486. Every town watchman shall be responsible to keep watch and ward in the area entrusted to his charge.

Duties of town
watchmen

487. Every town watchman shall be bound to render all assistance in his power in case of conflagrations within the limits of the Police station in the jurisdiction of which his beat is situated.

488. Every town watchman shall take charge of any property found unclaimed within the limits of his beat and hand it over to the officer-in-charge of the Police station having jurisdiction.

489. Every town watchman shall assist the Police in the arrest, custody and escort of accused persons, within the limits of the Police station having jurisdiction.

490. Every town watchman shall communicate forthwith to the officer-in-charge of the Police station or post, within the limits of which his beat is situated, any information he may obtain respecting any person found lurking about in such beat who has no ostensible means of subsistence, or who cannot give a satisfactory account of himself, or respecting the residence in or resort to, any place within the limits of such beat, of any person who is a noted housebreaker or thief or a habitual receiver of stolen property or who is of notoriously bad livelihood.

491. Every town watchman shall give timely intimation to his Station officer, in the event of any notorious bad character residing in his beat being absent at night without having given notice of his departure or associating with individuals of bad repute or ceasing to labour or failing to obtain a livelihood by honest means.

492. Every town watchman shall keep his Station officer informed of all disputes which are likely to lead to a riot or serious affray and of any intelligence he receives affecting the public peace within or near his beat.

493. Every town watchman shall assist the Police in preventing and may interpose for the purpose of preventing the commission of any cognizable offence or an affray within or near his beat.

494. Every town watchman receiving information of the commission of, or of a design to commit any cognizable offence within or near his beat, shall at once communicate such information to the officer-in-charge of the Police station or post within the limits of which his beat is situated and shall remain present at the scene till the arrival of Police.

495. Every town watchman may of his own authority interpose within the limits of his beat, for the prevention of any injury attempted to be caused in his view, to any state or municipal property, *e.g.* lamp-posts, land marks, statues etc.

496. Every town watchman shall take charge of persons arrested within his beat by members of the public, under sec. 48 J.C.P.C. (59 C.P.C.) and shall forthwith take any person or persons, so taken charge of by him, before the officer-in-charge of the Police station or post, within the limits of which his beat is situated.

497. Every town watchman shall, within the limits of his beat, assist the Police in removing obstructions from public thoroughfares, under sec. 29 J. P. A. (34 I. P. A.) or under the municipal bye-laws, if any in force in such town or city.

498. Every town watchman and jamadar shall obey the lawful orders of the officers-in-charge of the post and Police station having jurisdiction and of all authorities placed higher to such officers.

RURAL POLICE

499. In rural Police stations, the jurisdiction shall be divided off in two or more beats, according to the number of constables available at each Police station, calculated at the rate of two constables to one beat, excluding the assistant clerk and the sentry guard.

500. Each rural beat shall consist of so many villages as can be efficiently controlled by one party of two constables and so far as possible, the area enclosed by each beat shall not exceed 10 square miles on an average. Ordinarily a centrally placed village—where possible, more important than the rest—shall be selected for head-quarters of the beat constables and two or more zimmewar chowkidars of such village or of a village situated in close proximity thereof, attached with the constables for purpose of carrying messages round the villages of the beat

and to and from the Police station having jurisdiction. For long distances, the duty of carrying messages and dak shall be performed by the Police sowar attached to the beat, nor shall the chowkidars be employed for communication or service of any orders or processes which involve exercise of authority or power.

501. Constables shall be deputed in pairs on a rotatory system to look after rural beats, the charge being held by the senior of the two, and shall be liable to be transferred from one beat to another after every three months.

502. Each pair shall consist of one foot constable and one sowar (one of the two being literate or at least semi-literate) and shall, within their respective beats, be responsible for :—

- (i) service and execution of summons, warrants and other lawful orders issued by any competent authority;
- (ii) exercise of surveillance over the movements of bad characters, suspects, surveillees under sec. 452 J. C. P. C. (565 C. P. C.), conditionally released convicts under sec. 317 J. C. P. C (401 C. P. C.), persons bound down under secs. 105, 106, 107 and 108 J. C. P. C (107, 108, 109 and 110 C. P. C.), previously convicted persons, history sheeters, members of criminal tribes and zimmewar chowkidars;
- (iii) reporting on visits by outside criminals or suspicious characters; developments of any communal or political movements; news and intelligence effecting crime and peace and commission or designs of commission of criminal offences.

503. One of the constables from each beat shall attend the Police station periodically on the dates fixed by the Station officer which shall be different for every party and if there is no occurrence or intelligence to report on such dates, such

constables shall at least acquaint the Station officer with the general situation within the limits of the beats in regard to crime and criminals and shall take his orders with regard to any matter or matters which he may have to give.

504. The Station officers and investigating head-constables of rural Police stations shall so arrange their
Visiting rounds. out-door duties that each beat is visited at night by one of the two officers at least once a dark fortnight and at least once by either of them during the moon-lit fortnights.

505. The functions, privileges and responsibilities of village
Village chowkidars. chowkidars, generally known as zimmewar chowkidars, who are invariably minas by caste and belong to criminal tribes, have not as yet been defined by the council of State, beyond their liability in the matter of *dadras* which is payable to the peace-living inhabitants of the State for all thefts and burglaries committed within the areas entrusted to the charge of chowkidars, in lump sums or small instalments according as the magistrate having jurisdiction decides in each case.

506. A chowkidara act is under contemplation which when enacted will contain all the necessary provisions. In the meantime, such chowkidars shall continue doing the watch and ward in villages as at present, without however, being entrusted with any responsible duty involving the exercise of authority or powers and their pay shall continue to be met from the *haqpalla* fund, collected periodically on harvests at a specified rate of percentage fixed on the revenue of each village, as the chowkidara tax.

TRAFFIC POLICE.

507. In all big cities and towns having large flow of traffic,
Traffic points. traffic points shall be fixed at all important centres and chowks and in all busy thorough-

fares and market places of the town. Each point shall be fixed in a position that the constable on duty is able to efficiently control and regulate the traffic. This would ordinarily mean the centre of a street or road or the middle of a junction of roads.

508. In every big city and town, a separate contingent of Police known as traffic Police shall be mobilized by special selection from the general cadre of constabulary force of the state Police and placed under the charge of a specially qualified non-gazetted officer who shall have complete disciplinary control over the subordinates attached to the traffic Police and shall be responsible for the efficient discharge of traffic duty in such town or city. The men selected for this duty shall be of smart appearance who are able to read and write, at least the ordinary figures and names generally borne on the automobiles and other registered conveyances, for which purpose they shall be supplied with small note-books to be carried in their pockets during the performance of traffic duty.

509. Every constable selected for traffic duty shall be thoroughly trained in traffic rules and principles and the method of giving and receiving traffic signals before he is called upon to actually perform this duty. A course for theoretical training in this line has been provided in the Police training school while the practical training will be imparted in Jaipur city under the supervision of the head traffic Inspector.

510. The hours of traffic duty shall be explicitly stated in the local standing orders for each point individually and adapted to the seasons of the year and the varying needs of the different points. Constables employed on this duty shall not be required to do more than 3 hours at one time nor more than 8 hours in one day, except when employed on mere patrolling duty or a duty which, though connected with the traffic regulation, does not involve continuous standing on traffic stools at fixed

points.

511. The elementary rules for traffic regulation are :—

- (a) all vehicles including bicycles and ridden horses must keep to the left-hand side of the road,
- (b) a vehicle overtaking and passing another must pass it on the right-hand side,
- (c) a vehicle wishing to return must always turn round to the right,
- (d) a slow moving vehicle, such as a bullock-cart or a hand-cart, must always keep close to the side of the road, to allow of being passed up by faster traffic, without any obstruction to the latter,
- (e) a vehicle stopping for any purpose must stand close to the side of the road, heading in the same direction as the traffic, and move on as soon as possible.

512. The elementary principles for performance of traffic duty are:—

- (i) a constable regulating traffic shall, on no account whatever, innovate or depart from the set rules and standardised signals of traffic, nor shall he on any account, accept wrong or misleading signals. He should at every moment of his duty remember, that in the event of an accident occurring as a result of wrong or misleading signals given or accepted by him, the law would render him liable to the same punishments as it would do a driver, who suffers such an accident to occur through his mistake or error of judgment,
- (ii) a constable regulating traffic shall under no excuse stop and detain vehicles at his point for purposes of taking names and particulars or questioning the drivers and owners, nor for any other purpose; such vehicles should be directed to an open place

away from the point and placed in a position that no blockade is caused in the traffic by their temporary stoppage,

- (iii) a constable regulating traffic shall, under no circumstances whatever, allow himself to be provoked into losing control of his temper. If provokingly addressed or maltreated or disobeyed in the matter of signals, he should simply refer the matter to his superior officers, without taking any initiative himself,
- (iv) a constable regulating traffic shall on no excuse or reason, engage himself in holding conversation with other Police officers or members of the public, except in the true and strict discharge of his duty; if asked questions, he should reply courteously and as far as possible, should supply the information in his possession regarding situation, direction and routes of various public places, such as hotels, serais, state offices, courts, post and telegraph offices railway stations and other places of fame and importance.

513. The following memorandum deals with the standardisation of signals which shall be used by the traffic constables in controlling traffic.

Traffic signals

TO HALT A VEHICLE APPROACHING FROM THE FRONT

- (i) extend the right arm and hand at full length above the right shoulder, with the palm of the hand stretched towards the driver of the vehicle.

Where two vehicles are approaching by converging roads and only one is to be halted, the constable should face towards the driver of the vehicle to be halted, to show clearly that the signal is intended for him

TO HALT A VEHICLE APPROACHING FROM BEHIND

- (ii) extend the left arm and hand horizontally from the

shoulder, with the back of the hand towards the driver of the vehicle.

When halting a vehicle approaching from behind, the constable must see that the signal is observed and obeyed by the driver before turning his back to the traffic, otherwise a serious accident may occur which will mainly be his fault.

TO HALT VEHICLES SIMULTANEOUSLY

- (iii) extend both arms as described in signals (i) and (ii). signal (i) may be given with the left hand and signal (ii) with the right hand, if circumstances so require, but the method described should be adhered to as far as possible.

TO BRING ON A VEHICLE

- (iv) release the signal by swinging the arm forward with a circular sweep across the body until it almost touches the opposite shoulder, at the same time turning slightly towards the driver to show that the signal is intended for him; the signal should be given with the arm extended and not merely with the fore-arm or hand, and the arm should be in level with the shoulder throughout the motion; this signal shall be used in all cases except where signal (v) applies

TO BRING ON A HALTED VEHICLE

- (v) beckon on the driver with the hand nearest to the vehicle; if necessary, turn slightly towards the driver, to show clearly that the signal is intended for him.

514. All drivers of vehicles and cyclists are strongly recommended to familiarise themselves with and use the following signals.

I AM GOING TO STOP

- (i) hold the right forearm and hand (or dummy arm) vertical, palm turned to the front.

I AM GOING TO TURN TO THE RIGHT

- (ii) extend the right arm and hand (or dummy arm) horizontally straight out from the offside of the vehicle, palm turned to the front.

I AM GOING TO TURN TO THE LEFT

- (iii) extend the right arm and hand horizontally straight out from the off-side of the vehicle and then carry them forward and towards the near-side, with a circular sweep in level with the shoulder.

I AM GOING TO SLOW DOWN

- (iv) extend the right arm and hand horizontally as in (ii) and (iii) but with the palm turned down-wards, and move the arm slowly up and down.

COME PAST ME ON MY RIGHT

- (v) extend the right arm and hand below the level of the shoulder and move them backwards and forwards.

515.

TO TRAFFIC CONSTABLE

- (i) never get flustered or annoyed; do not take hold of the bridles of a horse unless absolutely necessary to prevent an accident or to arrest an offender,
- (ii) avoid holding traffic too long,
- (iii) always give drivers, sufficient warning of your intention to stop traffic, by signalling to the second or third driver approaching you, so as to obviate the necessity of their pulling up short, which is liable to cause accidents,
- (iv) avoid stopping heavily-laden vehicles and horses, especially when going up or down an incline.

516. Remember that:—

- (i) a vehicle overtaking another must pass it on the right or off-side,
- (ii) a state car carrying members of the ruling family, and all ambulance cars and fire-engines must be given precedence over all other traffic,

- (iii) stopped traffic must back behind the refuge, in order to give pedestrians, enough of room to cross the road,
- (iv) waiting vehicles must not be allowed to cause obstruction; if necessary drivers should be directed to wait in side-streets or go away until required,
- (v) slow-moving traffic must keep to the near-side, as far as possible,
- (vi) all accidents must be reported at the Police station; if it is necessary to take down names and particulars of drivers and vehicles, the latter should be drawn up close to pavements.

517. Take instantaneous notice of:—

- (i) a motor vehicle more than three and half tons in weight fully-laden,
- (ii) a motor vehicle not fitted with pneumatic tyres,
- (iii) a motor vehicle plying for hire, not fitted with a stepney,
- (iv) a motor vehicle running with defective fittings, especially the brakes, horn, steering apparatus and lights,
- (v) a motor vehicle running without proper registration, or bearing plates which are not of the standard size and shape, or figures whereof are defaced,
- (vi) a motor vehicle which does not exhibit the registration plates conspicuously and in the case of a motor vehicle plying for hire, also the coupon,
- (vii) a motor vehicle giving emission of smoke or vapour,
- (viii) a motor vehicle running without a silencer,
- (ix) a cycle towed or drawn along a motor vehicle,
- (x) a motor vehicle plying for hire, carrying passengers more than the prescribed number,
- (xi) a motor vehicle carrying passengers on unauthorised seats e.g. on the right of the driver, top of roof or on foot-boards and mudguards,

- (xi) a motor vehicle running at a higher speed than the limit prescribed,
- (xii) an unlicensed driver or a driver under 18 years of age.
- (xiii) a driver who is drunk or sleepy while driving,
- (xiv) a driver who does not slow down when turning to a direction or approaching a junction of roads,
- (xv) a driver who does not blow his horn when reversing or turning to a side or approaching a junction of roads,
- (xvi) a driver who passes a vehicle on the wrong side,
- (xvii) a driver who does not give due warning of his intention to turn to a direction or fails to give the prescribed signals or gives wrong or misleading signals,
- (xviii) a driver who negligently or wilfully disobeys the signals,
- (xix) a driver who suffers his motor vehicle to stand in a public place without reasonable excuse,
- (xx) a driver who drives on a footway or path or a narrow street not usually open to motor traffic,
- (xxi) a driver who drives his motor vehicle in a reckless or negligent manner, endangering safety of human beings or animals,
- (xxii) a driver who reverses his motor vehicle beyond a reasonable distance,
- (xxiii) a driver who takes his motor vehicle on a road under repairs,

518.**TO MOTOR DRIVERS**

- (i) always keep your eyes open and your wits alert,
- (ii) always drive as you would wish others to drive,
- (iii) always keep yourself and your vehicle in safe driving order,
- (iv) always anticipate danger,
- (v) learn, give and obey the recognized signals of traffic,

- (vi) obey the law in letter and spirit,
- (vii) always keep well to the left,
- (viii) do not pass a vehicle until you are sure that the road is clear and that you have given adequate warning,
- (ix) use your warning device with discretion and exercise special care when passing animals,
- (x) never overtake another vehicle at a corner, specially where there is a turning to the right; overtake only if you can do so without forcing the person overtaken and the approaching traffic, to swerve or slacken speed,
- (xi) give plenty of room to pedestrians and cyclists, especially in wet weather,
- (xii) go slow when passing animals and give them as wide a berth as possible; stop if necessary, if signalled to do so,
- (xiii) take special care when passing a stationary vehicle or any other form of obstruction, which prevents a clear view of pedestrians or oncoming traffic,
- (xiv) when the traffic in front of you is held up, do not encroach on the off-side of the road and thereby impede other traffic,
- (xv) never open the door of a vehicle without first making sure that you will not endanger or inconvenience any one on the road or foot-path and keep a good look-out, when getting in or out on the off-side,
- (xvi) never accelerate when being overtaken,
- (xvii) never cut out, *i.e.* never turn out from the near-side of the road sharply, without giving ample warning and without being satisfied that it is safe to do so,
- (xviii) never turn or reverse your vehicle, unless you have satisfied yourself that it is safe to do so, look out specially for pedestrians and children; it is generally better to go to a side-road or entrance—back into it

- and then come forward into the major road,
- (xix) never let your vehicle stand by the circle at a junction or in the middle of a road, as it is an obstruction to all others,
 - (xx) when you are held up at a road junction by a constable regulating traffic, do not turn to the left *i. e.* do not filter unless you are given a definite indication to do so by him,
 - (xxi) when you stop, draw up close to the side of the road and do not stop opposite a refuge, a road under repairs, or any other obstacle, never stop opposite or nearly opposite a standing vehicle, as by so doing you are liable to cause inconvenience to the passage of other traffic,
 - (xxii) never allow your vehicle to remain standing close to a bend or road junction, on or near the brow of a hill, or a hump-backed bridge nor in any other dangerous position,
 - (xxiii) never leave your vehicle standing in such a position, as to obscure any pedestrians crossing the road,
 - (xxiv) never, if it can be avoided, leave your vehicle facing the wrong way in foggy or misty weather or at night or on an unlit or poorly lit road; when your vehicle has broken down, pull it into the side of the road and make your repairs while causing as little obstruction as possible to the traffic,
 - (xxv) while driving out in the muffussil, if you happen to meet another motorist with a broken-down vehicle, at once stop unasked, enquire after his trouble and try to help him, as much as you can,
 - (xxvi) coming into a main street from a side-lane, do it with all precautions, as an accident would be mostly due to your negligence.

- (xxvi) never accelerate the speed of your vehicle beyond the limit prescribed on signboards; remember that the faster you are travelling, the smaller is the margin of safety, should an emergency arise and the more serious would be the result of an accident,
- (xxviii) always be able to pull up your vehicle well within the distance, for which you can see the road to be clear, whether by night or by day,
- (xxix) remember that you cannot be certain of the movements of pedestrians; be ready for children who may run suddenly on to the road and also for people who may step from a refuse or foot-path; make allowance for the hesitation of the aged and infirm and for the blind,
- (xxx) at night always drive well within the limits of your lights; when your head-lights are dipped or extinguished, be specially careful; if you are dazzled, slow down even to a standstill,
- (xxxi) go slow in narrow roads or winding lanes, however familiar they may be to you,
- (xxxii) do not drive in a spirit of competition with other road users; if another driver shows lack of care or good manners, do not attempt any form of retaliation,
- (xxxiii) never fail to switch the lights on, at the exact lighting time prescribed on signboards and never drive without lights from this hour to sunrise,
- (xxxiv) switch off or dip your head-lights, when you are following another vehicle which you do not intend to overtake or when crossing another motor vehicle; do not use your head-lights unnecessarily, especially in lighted areas; in foggy weather turn on your side and tail lamps, even during day hours,
- (xxxv) do not sound your horn unnecessarily or race your engine when your vehicle is stationary; sudden noisy

acceleration is unnecessary and disturbing.

- (xxxvi) remember that the mere sounding of horn does not give you the right of way or absolve you from the duty of taking precautions against accidents,
- (xxxvii) give regular attention to your brakes and see that they are always efficient,
- (xxxviii) always maintain your tyres in a safe condition and in the case of pneumatic tyres, see that they are kept constantly at a proper pressure,
- (xxxix) if you are the driver of a motor vehicle which is involved in an accident causing injury to any person, vehicle or animal, you must stop and if asked to do so, give your name and address, the name and address of the owner of the vehicle and also the identification marks of the vehicle; if for any reason you do not give these particulars at the time of the accident, you must report the accident at a Police station or to a Police officer as soon as possible, and in any case, within twenty-four hours of its occurrence,
- (xl) never, if it can be avoided, put questions to a constable regulating traffic; you distract his attention and may cause obstruction or danger.

519. NUMBER PLATE:—

- | | | |
|--------------------------------------|--------|--|
| (a) state motor vehicle | .. | red ground with yellow lettering and pachranga flag. |
| (b) trade motor vehicle | ... | green ground and white lettering. |
| (c) private motor vehicle | .. | black ground with white lettering. |
| (d) motor vehicle plying for hire... | | blue ground with white lettering. |

figures $3\frac{1}{2}$ inches high, composed of strokes $\frac{3}{4}$ inch thick.

letters $2\frac{1}{2}$ inches high, composed of strokes $\frac{1}{2}$ inch thick.

A space of half an inch to be left between each figure or letter and a margin of half an inch at the top, bottom and sides of the plate.

520. In case of motor cycles, the dimensions may be reduced up to half the size prescribed for plates and figures of motor cars.

521. Whenever it is required to line a road or to police a fair on occasions of processions and festivals, constables shall be extended diagonally along each flank of the road, street, bazar or the fair ground, as the case may be, and made to face inwards and outwards alternately; the numbers, positions and distances to be regulated according to the needs of each occasion. The space between two lines of constables shall be kept clear of pedestrians and cattle; pedestrians being directed to path-ways and the cattle driven into bye-lanes.

522. The constables shall always face the crowd wherever there is any possibility of individuals or a section of the crowd attempting to break through the police line. It may sometimes be a good plan to get the first two or three rows of the crowd to sit down; this gives the back rows a better view and tends to check the tendency to surge forward. Above all, the crowd must be kept in a good humour and much may be done by talking to them, giving them reasons why it is necessary for them to sit down and aiming at achieving a friendly spirit of co-operation between the Police and the reasonable element in the crowd. The back lines should not be neglected when addressing the crowds, as pressure most frequently comes from deep in the crowd, where people are uncertain what is happening.

523. In street linings, it is of the first importance that

the Police party covers the entire section of road allotted to them from side to side and no gap is left in the line formed by them. In more congested parts of the road, constables may also be placed at intervals in rear, to catch anybody who succeeds in slipping through the line.

524. The crowds should not be taken back further than is actually necessary, as this often leads to congestion, discomfort, accidents and natural resentment at what is rightly considered unnecessary interference and officiousness on the part of Police.

525. In more congested parts, constables may be made to form cordons with their lathies stretched and held firm at both ends. In such cases, the extension will be ordered from three to four paces apart; the average length of a police regulation lathi being three paces. At moments of pressure from behind, constables may be made to face outwards, balancing their strength on lathies, in order to avoid filtration through their line. In the case of a protruding crowd or a crowd which is forcibly pushing forward, constables may push them back by a gentle pressure on stretched lathies but in no case shall a lathi be actually used for beating back a crowd, unless for reasons to be recorded and explained, secs. 124 and 125 J. C. P. O. (127 and 128 C. P. O.) have been brought into play by the officer-in-charge.

526. If a guard does not happen to be armed with lathies, an equally strong cordon can be formed by holding each other's hands and extending the arms to a convenient length, but the extension in such cases shall not exceed two paces, on any account.

527. Another method of forming cordons, is the use of ropes which shall be supplied to every Police camp at fairs and festivals and big gatherings. In thickly attended fairs and densely congested bazars, if it is required to clear the way for any

lawful purpose, the rope-cordon is about the most effective device which may be formed as follows:—

528. The men should be brought into formation of “two deep” and thrust into the crowd while on the march. Two ropes which have been previously arranged into a few folds, (each fold being held by a self-give-in knot) will be carried by the two rearmost constables; directly the last pair has emerged into the crowd, the officer in-charge who shall take his position at the tail-end, will give the command for “extension at halt” to as many paces, as is the need of the occasion. The rear constables shall immediately on this cution come to “halt” and dexterously pass the two ropes up, holding the ends firm in their hands. As soon as the other ends of the ropes have reached the two front constables, the guard will move up and get into the extension formation, each constable catching hold of the rope at his respective place in the extended line. When the two ropelines have been formed in this way, the two ranks of Constables will be opened out by another word of command, thus clearing the space between these two lines, for the procession etc., to pass without obstruction.

529. In forming a queue, the first consideration is to avoid interference with traffic. In calculating the number of men who can be lined up, the width of the pavement or road-way and the volume of traffic must be taken into consideration; also the greatest number of persons likely to be in the queue at any one time; advantage should be taken of any well or fence, which will serve to keep the queue lined up straight on one side. On the other sides, Police shall be stationed at fairly frequent intervals to form up the queue, and prevent crushing. It is essential, that new-comers should take their place at the tail of the queue and they should on no account be permitted to cut in, higher up. This tendency can be largely eradicated, if the members of the queue are kept close together.

530. In forming a queue, it is of the greatest importance that the crowd should not be handled more than is absolutely necessary ; they should be permitted to queue up to the entrance, and should be regulated there. A common fault in this phase of the competition is unnecessary interference by Police with the crowd ; such interference serving no useful purpose but merely rousing the resentment of the crowd and destroying any desire to co-operate with the Police, which they might otherwise have shown.

531. Each procession shall be attended by a separate party of cordon Police, headed by a non-gazetted officer whose duty it shall be to regulate the conduct of the procession in strict conformity with the conditions of a license, if one has been issued under sec. 25 J. P. A. (30 I. P. A.) or if no license has been issued, according as the circumstances and the need of the occasion require.

532. The Police guard shall make a cordon in the prescribed manner, around the magnum opus of the procession which they should hold in the same reverence, as the processionists and their followers do ; fullest care shall be taken that the religious sentiments of processionists are not on any account interfered with and it shall be the duty of the Police regulating a religious fair or escorting a religious procession to at once interpose, if any insidious attacks are made on an object of reverence.

533. In case of innovations from honored customs or departures from the conditions of a license, a direct conflict shall always be avoided *en route* during the march of a procession . If any processionists have failed to comply with one or more conditions of the license, notice may, if necessary, be taken on termination of the procession, but so far as possible, no interference should be made during the excitement of a function or when the feelings are running high.

534. In the event of a communal or other scrape, the

officer in-charge shall try and persuade the processionists to keep on moving and shall take all precautions in his power to avert a conflict *en route* between the contending parties, nor shall he make any enquiries or investigation *en route*, till the destination has been safely reached.

535. On big occasions, the fair ground and the area effected by the function shall be divided into small manageable beats, each beat being placed in the charge of a non-gazetted officer or in the case of less important beats, in charge of a head-constable or a lance.

536. Each beat officer shall be attended by a sowar and a foot orderly, the former for purposes of carrying informations and the latter for taking charge of unclaimed children, unclaimed property and arrested persons.

537. In case of an unclaimed child, if no guardian is found or traced within a reasonable time, the child shall be escorted by the orderly to the nearest police camp and it shall thereupon be incumbent upon the camp officer to make suitable arrangements for the care and dieting of the child and for a prompt and thorough proclamation being made by beat of drum or otherwise, in principal lanes and streets, for search, of the claimants; the cost of the food supplied to the child and any other expenses incurred on this account, shall be spent from the permanent advance of the Police station concerned and subsequently charged to the judiciary of the State, by means of a judicial bill.

538. If an unclaimed property is found and taken to a police camp in circumstances enumerated above, it shall be passed on to the Police station having jurisdiction, for being kept in the store-room till a claimant is found.

539. In case of arrests made during the course of a fair or function, the beat officer shall send the accused persons and parties to the investigating Police concerned. Both his sowar and orderly shall form escort in such cases and shall be respon-

sible for the safe custody of the arrested persons, till they are made over to the Police station having jurisdiction, and are properly receipted for.

540. In the event of an accident occurring during a fair or festival, the injured person or cattle, as the case may be, shall be forthwith escorted by foot-orderly to the nearest dispensary or hospital, while the sowar will go and lodge information at the investigating centre.

541. The terminating stage or the dispersal of a procession or fair is the most critical and hard-worked moment of a Policeman's duty. It is the time when the criminal easily finds his opportunity in the huzzle buzzle of the dispersing crowds and tries his practised hand at pick-pocketing and molestation. Though tired and fatigued after the day's hard-work, the Police shall not relax at this particular stage under any erroneous belief that the function is nearly over; they should never forget, that the hottest time for their work is when the crowds begin to disperse, till the ground is clear of them.

542. The dispersal of gatherings should always act as a danger signal for the Police on duty and the moment this starts, they should come to attention, recall their wits and start moving up and down briskly and conspicuously; they will be seriously failing in their duty if men in dispersing crowds are allowed to mix with women-folk or any confusion, which is likely to prove fruitful to the bad element of the crowd, occurs through their slackness and will totally forfeit the credit of their day's good work, if the dispersal of a fair, or procession is allowed to be any way disorderly.

543. Parking of carriages and motor vehicles is an important duty of Police, which devolves on the traffic branch of the department. Accordingly, adequate provision has been made in the Police training school, for the training of this section of Police, in the methods

of parking and releasing conveyances, but practice and practical experience are necessary before proficiency can be claimed.

544. The automobiles and horse-driven carriages should always be parked separately on two separate plots of ground; a mixed parking is always liable to accidents, as an average horse usually frets by the hud-thud of the automobiles. A third plot, where available, should be invariably reserved for parking of cars and conveyances of distinguished visitors and of conveyances of superior officers doing duty in the fair or function concerned. The plots reserved for parkings shall ordinarily be cut up into two or more strips each and sufficient space left between every two strips, to allow of free turning and reversing of parked conveyances.

545. Fixing order of precedence is of the greatest importance in parking conveyances. The conveyances reaching first shall always be given senior places in the head line in the order in which they arrive at the parking ground and placed in a position handier than the late-comers, so that when demanded for departure, they may fall out more easily than others in the line.

546. The head of the parking line should be selected with special regard to the convenience of occupiers of conveyances; ordinarily this shall point to the face of the fair ground and so far as possible, directly opposite to the entrance of the fair queue; but if this arrangement involves too much of turning or reversing, such other direction may be chosen and adopted, as would facilitate the falling out of parked conveyances on dispersal of the function. In any case, efforts should be made to keep up the symmetry and the parking should, as far as possible, be arranged in a compact square or a rectangle. When a timely notice has been received of an approaching fair or function, it would always be a good plan to mark the parking plots in advance, drawing front line for each row which would help the

drivers to park their conveyances in straight lines.

547. The work of releasing parked conveyances is invariably more difficult than the work of parking. It is the moment, when every owner shouts for his conveyance and if the conveyances are let out simultaneously, there will be infinity of trouble and unmanageable confusion, which may lead to serious accidents. Bringing up the handier conveyances first and politely asking others to wait, is perhaps the only way out of the difficulty, but much depends upon the officer-in-charge of parking, who can manage to avoid unpleasantness in more ways than one; his personal attention to every visitor, especially to such of them as have been made to wait due to their conveyances being placed deeper in the line than the rest, is most essential and if he is a tactful officer, he can certainly manage to keep every visitor in good humour without giving any one a chance to mind the little delay caused in bringing up the rear conveyances.

548. Except for emergencies, a strict ban should ordinarily be placed on parked conveyances and adequate safe-guards taken to ensure that no conveyance moves out of the order, in which it has been parked, nor should any conveyance be allowed to reverse or turn to a side not meant for the exit, unless it is placed on a flank and sufficient space is available for reversing and turning along this flank. If any conveyance must needs go to a side other than the head of the parking line and sufficient space is available for driving to such side without causing much obstruction to pedestrians and other vehicles and conveyances, it may be allowed to reverse or turn only under the direct supervision of a Police officer.

549. When released, all conveyances shall drive out, one after the other, in one line in the same direction and no conveyance shall be allowed to overtake another, till a sufficiently open place has been reached beyond the parking ground.

GUARDS.

550. Standing sentry guards shall be supplied from the Reserve lines, Jaipur at all mufassil treasuries and jails and at the offices of Superintendents of Police, head quarter out side Jaipur; besides the head quarter guards which shall be detailed from the said centre as follows:—

Guard sentries.

double sentry guards at the rambagh palace, khasa kothi, residency, chief court and the museum; single sentry guards at the state treasury, imperial bank of India, government and state post offices, state distillery, mahakma khass and the atish; and personal guards at the residence of the members of council of state, the Inspector general of police and such other officers as may be specially privileged in this behalf.

551. The ordinary strength of a Police guard shall be 4 constables, which shall furnish one sentry during all hours of the day. In places where, by reason of insecurity of the building or its fixture or any apprehension of attack or other similar cause, extra sentries are required for additional protection, the number of Police will be increased at the rate of 4 constables to every additional sentry and one head constable to every 8 constables.

Guard sentry.

552. The sentry duty shall be performed in accordance with the Police drill manual. Every sentry shall, in absence of orders to the contrary, be relieved after two hours of duty, and 4 constables shall be allowed for each sentry supplied by the guard. Sentries and their next reliefs for duty shall be in uniform and accoutred day and night; during the day, the next relief for duty shall sit outside the guard-room near the sentry. The sentry shall challenge according to the instructions laid down in the Police drill manual and may stand at ease for ten minutes in every hour of his duty.

553. Invariably a head-constable or in less important places, a lance head-constable shall be placed in-charge of every guard, who shall be held responsible for the good conduct and smart turn of and efficient discharge of sentry duty by the members of the guard. In case of treasury and jail-guards, he shall also be responsible for the safe custody of valuables or prisoners contained or locked therein.

554. When there is only one head-constable attached to the guard, he shall be accoutred and in uniform from sunrise until arms are unpiled and also for two hours before dark every day and while thus in uniform, he shall post and relieve sentries himself; at other hours of the day, the sentries will be relieved by their reliefs, independently of the head-constable. During night hours, the head-constable, though in undress, shall visit the sentries between reliefs at least once during the later half of the night and shall personally mount the sentries coming up before midnight.

555. When there are two head-constables with the guard, each shall be on duty in uniform during half the day and half the night and all sentries shall be posted by head constables in that case.

556. The entire guard shall be paraded in uniform under arms every morning at sunrise, and shall be carefully inspected by the officer-in-command who will read out to the constables, the orders in force relating to such guard; after inspection, the arms shall be piled and the guard dismissed; the guard shall remain accoutred and in uniform for one hour, whereafter the arms shall be unpiled and placed back in the rack. From this hour up to 6 p.m. in summer and 5 p.m. in winter, permission to leave the immediate neighbourhood of guard, up to two hours at one time, may be granted by the officer-in-command, to not more than one-fourth of the guard.

557. At every treasury and jail guards, the following registers shall be maintained by the officers-in-command :—

Guard records.

- (a) BOOK 2—daily diary.
- (b) BOOK 3—file of standing orders.
- (c) BOOK 5—correspondence register.
- (d) BOOK 7—state property register.
- (e) BOOK 13—minute book.
- (f) also a lock-up register in case of jail guards,

558. A vernacular copy of the important standing orders, as also a copy of the Inspector-General's instructions with regard to the position of the sentry or sentries, as the case may be, and any additional precautions ordered by him, such as strengthening of fastenings, providing additional lights, furnishing additional sentries on roof or along flanks shall be posted on the order board of every guard.

559. The registers shall be maintained in the manner prescribed in chapter I, by the officer-in-charge of the guard personally, but if such officer happens to be illiterate, the necessary entries will be made by a literate constable, at the personal dictation of the officer-in-charge.

560. When a guard turns out at night for inspection, the head-constable, if one on duty, and the next relief for duty, shall turn out accoutred and in uniform, others joining in undress. If there is only one head-constable attached to the guard who is not supposed to be actually on duty at night, he may turn out in undress. The Inspecting officer shall satisfy himself that the full number is present and every member of the guard is sober and fit for duty; he shall also satisfy himself that there is enough oil in the guard lantern, for the the rest of night.

561. Station officers of the Police stations concerned shall inspect each such guard at night at least once in a week and

the circle Inspectors, at least once in a month, while their day rounds will be as frequent as their visits to the places where such guards are located; divisional gazetted officers shall go on grand rounds on every occasion when they happen to visit a station, at which such guards are located. If, however, any particular guard has not been visited by the divisional officer for over a complete quarter, reasons for this omission shall be explained in the gazetted officer's next quarterly inspection report of the Police station in the jurisdiction of which such guard is situated and in no case another quarter will be allowed to pass without such inspection.

562. All visiting and grand rounds shall be punctually recorded in the diaries of mufassil guards, so far as possible in the Inspecting officer's own hand-writing

563. In case of standing and personal guards posted at head-quarters, such inspections shall be held by the officers attached to the Reserve lines, Jaipur; each head-quarter guard shall be visited in every week, once by night, between the hours of 10 p. m and 4 a. m., by the Superintendent or Inspector-in-charge, Reserve lines and twice by day and twice by night each week, between such hours, by the Lines officer or by one of the additional sub-Inspectors attached to the Reserve lines.

564. The Police guard at a treasury shall be responsible
Treasury guards. to see that no box containing cash, notes or stamps is left at night outside the treasury strong-room or safes; and when the treasury strong room is secured by grated windows and doors only and there are no solid shutters and doors fastened over them, that bags of coin are firmly secured in the treasure-vault or in strong boxes, before the treasury closes for the day. If any such box is left outside the strong-room; or where the strong-room is secured by grated windows and doors only, if any bags of coin are left out of the vault, otherwise than secured in boxes, when the treasury closes for

the day, the officer commanding the guard shall at once report the fact in the guard diary, sending a copy of the report to the Nazim in-charge of the district.

565. No person other than the treasury officer shall be admitted into a treasury after the banking work of the treasury has closed for the day, without a written order from the Nazim concerned, which shall be copied in the guard diary, before the lock of the treasury is allowed to be opened by any officer other than the Treasury officer or the Nazim of the district.

566. Copies of rules prescribed for the safe custody of treasures and of the standing orders issued for the performance of sentry duty shall be exhibited on boards at each treasury guard, besides any other orders, which may also be directed to be so exhibited.

567. The responsibility of Police guards on rural jails is limited to the safe custody of persons confined therein and they shall not concern themselves with the feeding of prisoners, which is the responsibility of Judicial authorities.

568. Every person admitted to jail shall be thoroughly searched on first admission and on every occasion, when he is re-admitted, after being taken anywhere beyond the precincts of the jail; in case of females, such search shall be taken by a woman and shall in all cases be conducted with due regard to decency.

569. Sweepers, bhishties and every other person (other than members of the Police guard, the Nazim or such other officers as have a lawful access to the jails) shall be searched both before entering and on leaving the jail, and the fact shall be punctually recorded in the guard diary. The court official generally known as nazir, who supplies food to prisoners may be exempted from this search, provided that written orders have been passed in this behalf by the Nazim concerned, which shall be copied in the lock-up register and exhibited on the order-board of the guard.

570. Ordinarily prisoners while inside the jail shall not be handcuffed, but if a jail happens to be in an insecure state, all male prisoners who would be liable to be handcuffed, if in Police custody, shall be handcuffed while confined in such jail.

571. No interviews shall be allowed to prisoners except under an order in writing from the Nazim concerned. If and when so allowed, the particulars of the order shall be entered in the guard diary, before an interview is granted

572. The sentry shall be responsible to see that no unauthorised articles are passed to prisoners inside the jail; articles which are likely to facilitate suicides or escapes shall not, on any account or under any excuse, be allowed to remain in or near the jail or within any easy reach of the prisoners.

573. A count shall be taken every morning and evening of the prisoners confined in every out-station jail. At the evening count, the number of prisoners in each ward of the jail shall, besides being shown in the guard diary, be entered in the lock-up register.

574. Copies of jail rules prescribed for safe custody of judicial prisoners and of permanent permits issued from time to time for admission to jails, shall be exhibited on boards at every jail guard, besides any other orders which may also be directed to be so exhibited.

ESCORTS.

575. Guards required for escort of prisoners sent from Central jail, Jaipur, to an out-station jail or anywhere beyond the boundary of the State shall be supplied by the Reserve lines, Jaipur and for the escort of such prisoners, the procedure prescribed in the Jaipur jail manual shall be literally followed.

576. Escorts over accused persons or in some cases, also over under-trial prisoners shall be supplied by the Police of the division concerned, without drafting on the Reserve lines

Jaipur, unless the number of prisoners is very large and the journey is dangerous.

577. The ordinary occasions for a Police station to furnish escorts over prisoners are:—

- (i) *enroute* from a place of arrest to the Police station,
- (ii) *enroute* to and back from an outside place, when a prisoner is taken out for purpose of investigation, *e.g.* pointing out of a place, discovery of a fact, recovery of property, identification of accomplices and the like,
- (iii) *enroute* to the head-quarters of the Magistrate having jurisdiction,
- (iv) *enroute* from Police station to a dispensary and back, in cases of sick and diseased prisoners,

578. Save as mentioned in rule 577 (iv) the principle of using handcuffs as prescribed in chapter IV shall be rigidly followed.

579. Where available, Railways shall always be preferred for conveyance of prisoners and the minimum strength of Police escort over prisoners carried by rail or motor shall be:—

1 to 5 prisoners	... one constable per prisoner.
6 to 10 prisoners	... six constables.
11 to 20 prisoners	... one head constable and ten constables.
21 to 30 prisoners	... one sub-Inspector, one head constable and ten constables.

580. The escort shall sit on each side of the prisoners and guard the doors of the railway carriage or motor buss, as the case may be. Where the prisoners are aged, infirm, feeble, sick, women, children or are accused of minor offences and are not desperate characters, or are harmless lunatics or where the number of persons including the escort does not exceed six, they may be conveyed in ordinary 3rd class railway carriages.

581. If the number exceeds six or where the prisoners are

of disorderly and desperate character, special instructions shall be obtained from the Superintendent concerned; ordinarily 3rd class compartments will be reserved in such cases, provided that the number of prisoners and of the members of escort is not too small and does not justify the expense.

582. Where the number exceeds 24, a complete carriage shall ordinarily be reserved and the gazetted officer despatching the escort shall arrange with the railway authorities, that a prisoners' van is placed at the disposal of the escort.

583. If it is necessary to allow any of the prisoners or any of the members of the escort to leave the carriage for any pressing purpose, permission may be given to do so at stations where the train stops for at least ten minutes, after adequate precautions have been taken for the safe custody of prisoners.

584. If it is necessary to remove a prisoner or prisoners from the carriage, owing to a railway accident or other inevitable cause, the officer commanding the escort shall take such precautions for the safe custody of prisoners, as are necessary and possible under the circumstances.

585. Except as provided above and except in cases of serious illness, no member of the escort shall leave carriage, save in the strict performance of his duty

586. Where prisoners are marched by road the officer despatching the escort shall be responsible to see, that a proper and sufficient guard is sent, that where the escort consists of one or two constables only, they possess physical strength equal to or greater than that of the prisoners in their custody and that proper discretion is used in regard to increasing the number of guard in transit, under special circumstances when the country is disturbed or a popular feeling is excited in favour of or against the prisoners, or in regard to the offence committed.

Prisoners by road

587. The minimum strength of Police escort over prisoners marching by road shall be :—

1 prisoner	... one constable.
2 to 4 prisoners	... two constables.
5 to 9 prisoners	... one head-constable and three constables.
10 to 12 prisoners	... one head-constable and five constables.
13 to 15 prisoners	... one head-constable and six constables.
15 to 25 prisoners	... one sub-Inspector, one head-constable and ten constables.

588. If a prisoner who is being marched by road, happens to be violent and is strong and able to offer considerable resistance, the handcuffs may be coupled behind his back, instead of in the front. In such cases, if it becomes necessary to release one of the hands, the handcuff on the other wrist shall never be opened and adequate precautions shall be taken to make escape difficult and pursuit easy. In the case of more dangerous criminals, fetters may be used, provided that written orders of a competent magistrate have been obtained in advance.

589. Case property or any other articles, which cannot be conveniently carried in haversaks shall not, on any account, be made over to an escort over prisoners, marching by road.

590. Ordinarily prisoners shall not be marched by road during noon hours in hot weather, nor when it is raining or likely to rain heavily; nor they shall be marched during night hours, unless it is a moonlit night and the journey is really urgent.

591. If it is necessary to pass a night in transit with prisoners in custody, the officer in-charge of the escort shall halt at the nearest Police station or Post having lock-ups and shall deliver the prisoners in the custody of such Police station or Post.

When so required, he shall furnish one or more sentries to assist the local Police in guarding the lock-up in which such prisoners are placed, but the responsibility for the safe custody of such prisoners shall, for the time being, be exclusively of the officer-in-charge of such Police station or Post, who shall receive the prisoners from and make them over to the officer-in-charge of the escort, under distinct entries made in the daily diary of such Police station or Post, which shall be signed both by the officer-in-charge of the escort and the officer-in-charge of such Police station or Post.

592. Police guards shall be detailed from the Reserve lines, Jaipur, to escort treasures, when requisitioned by the Finance department of the state, the Imperial bank of India, Government postal authorities or such other departments of the British and State governments, as are entitled to Police guards for escort of their respective treasures.

593. The Police officer taking charge of a treasure guard shall not see the treasure packed at the treasury despatching the treasure, but he shall watch the boxes being weighed and shall prepare and keep on his person, a note showing the weights and numbers of boxes and tumbrils, booked for despatch.

594. He shall satisfy himself before such boxes and tumbrils are transported to the railway van, wagon, or compartment, as the case may be, and on every occasion, when they are placed therein or are taken out therefrom or in case of road journeys, when they are loaded or unloaded at despatching, camping and receiving stations and in the event of any breakdowns or accidents occurring *enroute*, also at the places where any such mishaps occur, that the number is full and that each box and tumbril or in case of currency notes, each parcel containing such notes, is strongly made and securely fastened, and weighs exactly according to the weights entered in his note.

595. He shall be responsible to see that no box, tumbril or

parcel is opened in the journey, except only in case of a damage or accident when the checking or transfer of contents is rendered necessary by the circumstances of the accident. In such circumstances, the *potedar* accompanying the treasure may be allowed to handle the contents in the presence of the officer-in-command of the escort and such other State officials, as may be available at such place.

596. All arrangements regarding transportation to and from railway stations or in case of road journeys, the arrangements regarding the booking and hiring of carts, carriages or motor busses and loading and unloading of the treasure, shall be made by the officer detailed as *potedar* and the Police shall not assume the duty of escort, unless and until such arrangements have been satisfactorily made and provided for. The Police shall not undertake to make any such arrangements at any period of the journey but they must, when so required, assist the *potedar* in making suitable arrangements in case of a mishap occurring *enroute*. Cooly and transport charges required for the baggage of Police escort, however, when the members of the escort are encumbered with their beddings and articles other than their arms and equipment (which are required to be carried on the person), shall be paid for, out of the Police budget and the officers commanding such escorts, shall make their own arrangements for engaging the necessary transport for this purpose.

597. Railway shall always be preferred for escort of treasures and ordinarily treasures shall not be carried on railway connected places, by motor busses or any other means of conveyance, unless the hiring of a complete buss, or cart is justified by the number and weight of boxes and the strength of the escort. In particular, if the treasure is a specie, which is bulky and weighs heavy, the use of motor or any other form of transport will be seldom convenient and economical as compared with the railway. For the escort of a

treasure, which is in the form of currency notes, however, motor transport may be found more suitable, but the decision regarding the kind of conveyance to be employed for escort of treasures shall, in every case, be made by the department despatching the treasure and the Police shall not concern themselves with this or any other part of the arrangements, save only the guarding of the treasure while in transit.

598. The minimum strength of escort over treasure carried by rail or motor shall be:—

Rs. 1/-	to Rs. 100/-	... two constables.
Rs. 100/-	to Rs. 1,000/-	... one head-constable and one constable.
Rs. 1,000/-	to Rs. 5,000/-	... one head-constable and two constables.
Rs. 5,000/-	to Rs. 10,000/-	... one sub-Inspector and two constables.
Rs. 10,000/-	to Rs. 50,000/-	... one Inspector, one head-constable and two constables.
Rs. 50,000/-	to Rs. 100,000/-	... one gazetted officer, one non-gazetted officer, one head- constable and four constables.
Over Rs. 100,000/-		.. one constable for each additional ten thousand

599. In case of railway journeys, heavy and bulky treasures shall ordinarily be carried in reserved vans, wagons or compartments and the Police guard shall occupy one of the end compartments in case of reserved carriages. If the treasure to be escorted is not very heavy and only a compartment has been reserved, the boxes containing species or notes shall, if capable of being so

treated, be placed under the seats, against the outer planking of the railway carriage and the escort shall sit on such seats. If a box is too large to go under a seat, it shall be placed on the seat between the members of the escort. The door of the compartment shall never be locked and during long stoppages of the train, a sentry shall be posted by the door on the platform-side, while other members of the escort shall sit on the end seats. In case of reserved vans or wagons, sentries shall be posted on both the sides during all long stoppages of the train.

600. Where a complete motor-buss has been engaged for the escort of treasure, the minimum strength of the Police guard shall be one head-constable and six constables, subject to being increased if the value of the treasure to be escorted, the local conditions or the nature of the journey is such as to increase the risk of attacks *enroute*.

601. Where only bull-carts or horse-driven carriages are employed for escort of treasures, the number of
Treasure by road. escort shall be fixed in accordance with the scale prescribed below, subject to being increased if any part of the journey is to be performed during dark hours of the night, or if the journey is dangerous and is attended with risks of attacks *enroute*.

602. The minimum strength of escort over treasure carried by road shall be:—

Rs. 1/- to Rs. 100/- ... two constables.

Rs. 100/- to Rs. 500/- ... three constables.

Rs. 500/- to Rs. 1,000/- ... four constables.

Rs. 1,000/- to Rs. 5,000/- ... one head-constable and four constables.

Rs. 5,000/- to Rs. 10,000/- ... one sub-Inspector, one head-constable and four constables.

Rs. 10,000/- to Rs. 50,000/- ... one Inspector, one head-constable and six constables.

Rs. 50,000/- to Rs. 100,000/- ... one gazetted officer, one non-gazetted officer, one head-constable and ten constables.

Over Rs. 100,000/- ... 2 constables for each additional ten thousand.

603. The officer-in-command of escort marching by road shall be provided with a lantern which will burn all night, whether on march or at halt; in the latter case, the encamping ground shall be regularly sentried and every sentry posted and visited between reliefs personally by the officer commanding the escort.

CHAPTER VII.—SUPERVISION INSPECTOR.

604. The work of supervision by circle Inspectors shall extend to all matters connected with the working of Police stations and discipline of sub-ordinate Police officers attached to the circles, and circle Inspectors shall be held directly responsible for efficient working and good discipline at the stations and posts subordinate to them. They shall likewise be held responsible for the prevention, registration, investigation and detection of crime within the jurisdiction of such stations and posts.

605. A circle Inspector shall spend at least 60 days in each quarter away from head-quarters, touring in his circle acquiring local knowledge and supervising the work of his subordinates. He shall frequently visit the Police stations in his charge and tour in the jurisdictions of such Police stations, trying to gain the confidence of people and gauging their feelings generally. As a result of these tours, he shall submit quarterly reports on the general condition of crime in his circle, but shall not prepare statistical returns of formal inspection reports. Formal inspections of Police stations shall be held by the divisional Superintendents, who may use circle Inspectors to assist them in checking less important registers.

606. He shall proceed, without awaiting orders, to the scenes of serious occurrences or where it may appear that the sub-Inspector requires assistance or supervision and shall take over the investigation from local Police, where necessary or where so directed by the Superintendent or a higher officer.

607. He shall supervise the work of preparation and maintenance of history sheets and personal files and shall personally collect material for security proceedings under sec. 108 J. C. P. C. (110 C. P. C.) against local bad characters.

608. He shall scrutinize final reports and challans in all sessions cases, special report cases, extradition cases and other important cases including complaints sent up under sec. 108 J. C. P. C. (110 C. P. C.).

609. He shall dispose off his dak and pass orders in his own hand-writing, noting the place and date of receipt and despatch on each communication.

610. He shall bring to the notice of the Superintendent, the existence of any practice amongst his subordinates or any instance of bribery or malpractice on the part of a subordinate officer, which may tend to bring the Police into discredit.

611. He shall submit a weekly diary to his Superintendent, giving details of the work upon which he has been engaged during the week. The diary shall also show the important cases which have occurred during the week in the circle and such other matters of more than passing interest, as are worthy of gazetted officer's notice

612. He shall submit a weekly confidential diary, by means of which he shall keep his Superintendent informed of all matters occurring within the circle, which the latter ought to know in the interests of administration, *e. g.*, any feeling of dissatisfaction with state measures or the spread of any practice scare or rumour likely to entail trouble if not checked; a copy of this diary shall be sent to the Dy-Inspector-General direct.

613. He shall submit quarterly to his Superintendent, concise report on the state of staple crime in the circle (such as burglaries and thefts) according to classes current in the circle, noting on the more important cases, particularly in regard to any gangs at work and the measures adopted to deal with them. In such reports, he shall also comment on the work of his subordinates, bringing to notice any specially good or bad detective work performed by them or by members of

the public.

614. He shall make sure that all orders given by the Superintendent, the Dy-Inspector-General and the Inspector-General are properly understood and promptly carried out by the Station officers and their subordinate staff.

615. He shall inspect, once in every quarter or as frequently as prescribed by law or special order of the Superintendent and the Nazim, the shops, premises and stocks of various license-holders appointed under the excise, explosives, opium, petroleum, and poisons acts, who are carrying on business within the jurisdiction of the circle, and shall report such inspections promptly to his Superintendent.

616. He will ordinarily deal direct with the correspondence on the subject of prevention and detection of crime, forwarding to the Superintendent all cases which it is beyond his power to decide, but the correspondence concerning the internal administration of Police force and petitions on personal matters will not ordinarily pass through the circle Inspector; unless the Superintendent requires him to enquire and report on any particular case. As a general principle, it should be understood that correspondence on such subjects will not be sent to the Inspector, unless his comments on a specific reference are specially required. This procedure, however, will not relieve the Inspector of his responsibility for the efficiency, discipline and smartness of the Police officers subordinate to him; while it is not desirable to detract in any way from the direct control of the Superintendent in matters of administration and discipline, full support shall be given to the Inspector in maintaining his authority over his subordinates.

617. Every circle Inspector shall maintain the following Inspector's records. records in vernacular:—

(a) crime note-book,

- (b) daily diary register,
- (c) permanent note-book,
- (d) confidential note-book,
- (e) correspondence register.

618. This book shall contain notes regarding burglaries, thefts, serious crime, inquest reports and cases arising out of political or communal movements or out of border disputes. Details regarding the course of investigation and brief abstracts of orders issued in the cases specified above shall be entered in this book, a separate page being allotted to each case; the quarterly reports as prescribed in rule 613 shall be prepared from this book.

619. This diary shall show the circle Inspector's movements and the details of work on which he has been engaged from day to day. The entries shall be serially numbered each day; the weekly diary as prescribed in rule 611 and Inspector's monthly travelling allowance bill shall be prepared from this diary.

620. This book shall be maintained as a permanent record of matters which are likely to be of permanent use to the circle Inspector and his successor and shall contain particulars regarding noted bad characters, notes on any special class of crime prevalent in any village or villages in the circle and special preventive measures that have been found useful locally, such as nakab-bandi or hold-ups at any particular points or any special form of check and surveillance etc.

621. This book shall be maintained as a permanent record of political, communal and agrarian movements infesting the area of the circle, as well as of political agitators and leaders residing in the circle, with detailed accounts of their activities as brought to light

from time to time through confidential sources; the weekly confidential diary prescribed in rule 613 shall be prepared from this book.

The permanent and confidential note-books shall contain matters of more than passing interest, forming a more or less permanent record of information as well as a history of local conditions, but the matters recorded in these note-books shall not be mere repetitions of the informations contained in the Station officer's note books 9 (4).

In both these permanent records, a separate page shall be allotted to each subject; an index to contents being given on the first page.

622. This register shall be maintained in the manner prescribed for book 5 of Police stations.

Correspondence
register.

623. In addition to the books above described, every circle Inspector shall maintain a file book of standing orders, with an index thereto as also another running file for pending papers.*

Standing orders.

SUPERINTENDENT.

624. A Superintendent of Police is a divisional officer, in charge of one or more districts grouped for the purposes of Police administration, and is the administrative head of Police in the division. He is responsible for the efficient working of the Police stations, reporting posts, out-posts and standing guards under his charge and for the discipline of subordinates attached to the division, including the members of prosecuting staff.

Superintendent's
responsibilities.

625. His chief duties are :—

Inspection of Police stations, posts and standing guards within his charge, and preparation of quarterly inspection

*The forms where not defined shall be the same as those prescribed for the registers and books of Superintendent's offices.

reports in the manner herein-after mentioned.

626. Spending at least two-third of the cold weather in his division away from his head-quarters, for purposes of village touring; during such tours, he shall move about freely in the area of the division, seeing as much as possible of the country and the people and dealing with all matters affecting the Police administration. He shall, during village-touring, acquire local knowledge of every Police station jurisdiction, its people, factions, criminals, crime and geography, so as to be able to check the work of his subordinates, to assist them with advice and direction and to organize co-operation, where such is needed.

627. Making a comprehensive survey and classification of crime throughout the area in his charge, and comparing such crime with that committed in adjacent areas, including the jurisdiction of railway Police, with a view to bringing to light the operations of gangs and mobile criminals.

628. Supervising important investigations and, where necessary, the taking over from the local officers, of the investigation of special and suspicious cases.

629. Directing energetic action for the arrest of absconders and proclaimed offenders.

630. Scrutinizing the challans of 'special report' and 'bad livelihood' cases and ensuring the best possible presentation of all important cases in the sessions courts.

631. Supervising measures of co-operation between the Police of various stations both within and outside the division, as well as with the Police of adjoining States and British India districts, for prevention of organized crime and arrest of noted criminals and proclaimed offenders.

632. Reporting on the state of public feelings and political, communal and confidential matters, by means of a weekly confidential diary, sent every thursday, to the Inspector-General

and the Dy-Inspector-General.

633. Reporting on cases of corruption and high-handedness and any instances of malpractices alleged to have been committed by Police officers subordinate to him, and conducting such departmental enquiries, as may be entrusted to him by the Dy-Inspector-General or the Inspector-General; at the same time dealing independently with such of the defaulters, as are subject to his own authority, *vide* schedule of powers appended at the end.

634. Reporting on his own daily movements by means of a weekly diary, wherein he shall give brief references to important work done from day to day, in respect of the control of crime.

635. The following records shall be maintained in English
Superintendent's records. in the office every Superintendent:—

- (a) register of standing orders,
 - (b) miscellaneous store register,
 - (c) cash register,
 - (d) correspondence register (english),
 - (e) correspondence register (vernacular),
 - (f) posting register, (vernacular)
 - (g) defaulters' register (black book),
 - (h) order book,
 - (i) proclaimed offenders' register,
 - (j) proclaimed offenders' list,
 - (k) file of 'hue and cry' and Police notices,
 - (l) file of descriptive rolls of offenders wanted in the other divisions, British districts or other Indian states, information whereof has been received through the State gazettes or criminal intelligence gazettes of British provinces.
 - (m) Police files and record room register.
- 636.** A register of standing orders shall be maintained

Register of standing orders. in two parts, in the office of every Superintendent.

All general orders of a permanent character affecting the duties, procedure and practice of the Police, explaining the rules of the department, the effect of the decisions of courts or law, as affecting offences, offenders and the Police, shall be entered in full in this register; those issued by the Inspector-General being kept in part I and all others, in part II.

An english copy of every order issued by the Superintendent shall, at the time it is issued, be forwarded through the Dy-Inspector-General to the Inspector-General of Police, for information.

In September every year, the entries of the c. p. o. register shall be revised; the repeals and modifications being noted in the column of remarks; and an annual alphabetical index to the orders of the past year prepared in the head office. A copy of this index showing permanent numbers allotted to each order, as also copies of revisions effected in the register, shall be sent to all Superintendents by the end of that month. The Superintendents, after making the necessary additions and alterations in the divisional registers, shall issue copies of the relevant portions duly corrected and brought to date, to all circle Inspectors, Station officers and head-constables in charge of posts and guards working under them and thereupon all references to standing orders shall be made by the permanent numbers given in this index.

637. A miscellaneous store register shall be maintained in the office of every Superintendent, containing an account of distribution, receipt and expenditure of all miscellaneous state property, including furniture which is on charge in the Superintendent's office and at the Police stations, posts and guards in the division.

The register shall be divided into parts according to each

class of articles, such as tents, furniture, *etc.*, and pages for miscellaneous articles reserved at the end.

The entries shall be made in english but the names of articles may be entered both in english and vernacular. The account shall be balanced every year on the 31st August and the balance sheet forwarded to the Superintendent, Reserve lines, who shall compare the total with that shown in the store register of Reserve lines, and shall give a certificate at the end, verifying that the entries are correct and that there are no discrepancies.

638. A cash register shall be maintained in each divisional office in the manner prescribed for cash books of Police stations.

Cash register.

639. English and vernacular correspondence registers shall be maintained in all divisional offices, in the form prescribed for book 5 of Police stations.

Correspondence register.

640. A posting register containing the names of head-constables and constables attached to the division shall be maintained as a permanent record in the office of every Superintendent.

Posting register.

641. A defaulters' register shall be maintained in the form prescribed in the appendix, by each Superintendent in charge of a division, for record of minor punishments awarded to constables and head-constables by the divisional officer and his inspectors and sub-Inspectors on their own authority. Punishment drill or fatigue, warnings and such other minor punishments, as do not find place in the service rolls, shall be entered in this register and referred to, for purposes of determining enhanced punishments on subsequent faults.

Defaulters' register

In registering a 2nd or 3rd offence, the serial number of the entry shall ride over the total number of previous bad entries, recorded against the officer concerned in this register; the

latter being shown in red ink. According to departmental rules, a 4th fault renders the defaulter liable to a major punishment irrespective of the nature of offence committed and therefore, three is the maximum number of entries which can be lawfully made against one particular defaulter in this register.

642. A vernacular order book of the size of a quarter sheet of country paper shall be maintained as a permanent record, in the office of every Superintendent.

Order book.

All orders relating to parades, inspection, drill, punishment, reliefs, transfers, standing guards, leave, deductions, payments of money or those connected with internal economy and discipline of the force shall be entered in this book, as each order is passed by or communicated to the Superintendent.

643. A proclaimed offenders' register and an alphabetical list thereof, shall be maintained in each Superintendent's office, showing the names and particulars of proclaimed offenders who are residents of the division and in case of the list, also such of the non-resident offenders, as have been proclaimed in local cases, with full particulars of the cases in which they are wanted; the register and the list shall be maintained in the manner prescribed for upkeep of proclaimed offenders' register and list of Police stations, but the divisional register may not contain the names of offenders who, though proclaimed in the division, are not its permanent residents.

Proclaimed offenders' records

Two complete copies of the proclaimed offenders' list shall be exhibited in the main room and the entrance gate of every Superintendent's office and rewards, if any have been offered or notified for the apprehension of such offenders, shall be widely published through the medium of these lists. If necessary, additional lists may be put up on municipal, railway and court sign-boards.

Early in the beginning of each year, every divisional Superintendent shall revise his register and list of proclaimed offenders under instructions given in chapter I, and forward a copy of the latter, corrected up-to-date, to the C. P. O., where a consolidated list of all the proclaimed offenders' residents of and wanted in the State, shall be prepared under the supervision of the prosecuting Superintendent and copies sent to the Police of the territories in which they are likely to be found.

644. When a hue and cry notice or a notice regarding an unidentified corpse, a missing person, an unclaimed, lost or stolen cattle or property or a printed notice containing descriptive rolls of more important offenders, is received for publicity in the division, the Superintendent shall have a sufficient number of copies made out in his office, by duplicating process and shall arrange for rapid circulation of the intelligence to Police stations and posts, where such information is likely to serve a useful purpose.

Where a notice is required to be circulated outside the division, the reporting Superintendent shall send only one copy to the Superintendent concerned and the latter shall have sufficient copies made and distributed in his Police stations and posts, where necessary, a copy of the notice shall also be sent to the C. P. O. for publication in the State gazette, essentially so, in cases of novel and professional offences.

Office copies of such notices shall be filed in Superintendents' offices in two bundles. Bundle A shall contain office copies of notices received from home Police stations and bundle B, those received from outside. Annual serial numbers shall be given to each class in each bundle.

Superintendents shall compare each notice, directly it is received, with a view to tracing missing persons, owners of unclaimed property and establishing identity of unidentified corpses and shall note in each case, the results drawn from the

comparison, in the column of remarks.

645. Case diaries shall be filed in the divisional offices in order of dates, with the first information report of the case in question, placed at the top of each file.

(a) A three-rack pigeon-hole almirah shall be used in each divisional office; each rack containing as many pigeon-holes, as the number of Police stations in the division.

(b) A set of three pigeon-holes shall be allotted to each Police station:—

(i) the top rack shall contain complete cases in which final reports or charge sheets have been received and the papers connected with cases which have previously been removed from the almirah.

(ii) the middle rack shall contain first information reports in pending cases and case diaries which have been duly sorted and placed in order of dates.

(iii) the bottom rack shall contain unsorted papers connected with pending cases.

(c) The files of cases under investigation or pending shall be removed from the middle rack and placed on the top as soon as their final reports have been received and filed. The papers in the bottom rack shall, as far as possible, be sorted daily and placed with their respective first information reports, in the middle rack.

(d) At the end of each month, or sooner if convenient, the files placed in the top rack, which are no longer pending, shall be sorted and divided into separate packets as follows:—

(A) all “traced” cases and “untraced” bailable cases, including cancelled cases,

(B) all untraced non-bailable cases, in which action under sec. 398 J. C. P. C (512 C. P. C.) has not been taken,

- (c) all untraced bailable and non-bailable cases, in which action under sec. 398 J. C. P. C. (512 C. P. C.) has been taken.

Each packet shall be placed in the record room in the current year's bundle of the Police station concerned. A list of all the first information reports contained therein shall be kept with each packet under (B) and (C). In (A) packets, the cases shall be arranged in order of the serial numbers of the first information reports. At the end of the current year, the packets in the current year's bundle shall be removed and placed in other bundles, in accordance with the instructions given in the rule next following:—

- (e) Four separate bundles of case files shall be kept for each Police station as follows:—

- (i) case files of the current year, containing all the packets under (A), (B) and (C) in accordance with the preceding rule,
- (ii) case files of last year, containing only packets under (A),
- (iii) case files of last year but one, containing only packets under (A),
- (iv) case files of all cases under (B), reported during the past five years.

Bundles of each Police station shall be tied up in *bastas* of distinctive colours and each bundle shall be marked with the name of the Police station and the year to which its contents belong, as follows:—

- (i) current year—(A), (B) and (C) files,
 - (ii) previous year—(A) files,
 - (iii) last year but one—(A) files,
 - (iv) previous five years—(B) files,
- (f) The files of cases falling under (c) of all Police stations in the division shall, on removal from the current year's bundle, be tied up together in one bundle and maintained at one place, for 20 years; this record shall

be labelled "20 years bundle" and names of all Police stations concerned shall be entered on the label.

(g) The packets of case files shall be disposed off as follows:—

packets falling under (A) shall be removed and destroyed after two years,

packets falling under (B) shall be removed and destroyed after five years,

packets falling under (C) shall be removed and destroyed after twenty years.

646. A record-room register shall be maintained in the vernacular office of every divisional Superintendent, to show receipt in and issue from the record-room, of all files belonging to the Superintendent's office

647. The following records shall be maintained in the personal custody of every divisional Superintendent.
 Superintendents' confidential records.

- (a) confidential correspondence register,
- (b) daily diary,
- (c) permanent note-book,
- (d) confidential note-book,
- (e) crime digest register,
- (f) crime note-book,
- (g) black-book.

648. In addition to his office correspondence register, every Superintendent in charge of a division, shall maintain a receipt and despatch register in english for confidential correspondence. All secret communication will be entered personally by the Superintendent in this register; the method and form shall be the same, as that prescribed for book 5 of Police stations.

649. A daily diary shall be maintained by each Superintendent, showing the nature of work on which he has
 Daily diary.

been engaged day to day, with brief references to work done in respect of control of crime.

Every thursday, entries of the preceding seven days shall be copied from this diary on the prescribed form and forwarded to the Dy-Inspector-General for perusal and transmission to the Inspector-General of Police.

650. There being many matters connected with the Police administration which find no place in official registers, and a record of which is necessary to be kept both for the Superintendent's own information and for the benefit and guidance of succeeding officers, every Superintendent shall maintain a permanent note-book, for the record of such matters. The details given below shall, among others, find place in this book, each successive Superintendent adding to and revising in his own notes, the information on record. The Dy-Inspector-General and the Inspector-General may at their inspections, examine this book and comment on the adequacy or otherwise of the notes recorded therein:—

- (a) villages specially notorious for bad characters;
- (b) names of village officers, public servants, state or thikana employees, mukhias and patels who may have come prominently to notice either in good or bad light, with brief notes regarding each;
- (c) names and brief accounts regarding noted bad characters, their harbourers and receivers of stolen property, and gang associations in the division;
- (d) notes on settled criminal tribes;
- (e) notes on wandering criminal gangs frequenting the division;
- (f) notes on periodical fairs, festivals, religious processions and other local gatherings;
- (g) names of private detectives and informers, who have been found reliable and fit for employment on confi-

dential and important enquiries;

- (h) other matters of more than passing interest of a permanent character.

An index to the contents of permanent note-book shall be maintained on the first page; as many pages as may be considered necessary being allotted to each subject. Subject to the above rules, the information may be recorded by superintendents, in any form they deem most convenient, but it should be as concise as possible; references being given to other files and papers for more detailed informations.

651. The confidential note-book of a division is an important register and must be kept by the Superintendent in his personal custody.

Confidential note-book.

Information of more than passing interest shall be recorded in this book, more particularly on the following matters.

- (a) information regarding political and communal movements, religious sects, factions, publications, changes in doctrine and practice having a political significance and propaganda;
- (b) arrival, sojourn and departure of important political and communal agitators, suspects and foreigners;
- (c) names and brief accounts of activities of noted and professional, political and communal agitators residing in the division, giving reference to their personal files;
- (d) comments on laws and State measures;
- (e) emigration and immigration and the causes thereof;
- (f) rumours or published opinions affecting the public peace;
- (g) the prevailing temper of the people.

The confidential diary required to be submitted under instructions contained in rule 657 shall be prepared from this book.

652. A crime digest register, divided off by Police stations shall be maintained in english, personally by every superintendent in charge of a division;

Crime digest register.

the particulars of each cognizable offence reported to Police shall be entered in this register, in the pages allotted to the Police station concerned.

On receipt of the counterfoil of every first information report, the Superintendent shall enter in this register, as many of the particulars required as may be possible, and shall endorse on each such counterfoil, the word "noted" with his initials and date. As investigation proceeds, he shall enter from the case diaries, additional particulars as reported from day to day and shall similarly endorse such case diaries.

Cases cancelled or transferred to other divisions shall be crossed out by a red line drawn through the entry concerned, with a note giving abstract of the order of cancellation or transfer, as the case may be, and the name of the officer, who passed it.

In the beginning of every month, the superintendent shall go through all pending cases and issue necessary orders for their early disposal.

At the close of each year, the register shall be totalled by groups of offences, and each group, after deducting the cases cancelled and transferred, shall be totalled separately; these totals being required for the preparation of annual statistics of crime.

653. The crime note-book is a permanent record of heinous crime reported in the division All 'special
Crime note-book. report' cases and such other offences, as bear a political significance or other points of special importance, shall be registered in this book personally by the Superintendent, according to the various classes of special and heinous crime. The entries may be made in any form which the Superintendent deems most convenient, but the register must necessarily show the steps taken to trace the criminals, important developments in investigations, and the effect produced by actions of Police.

654. A black book shall be maintained, as a permanent confidential record of the opinions formed by the present and past Superintendents, regarding the efficiency and character of the sub-Inspectors and head-constables attached to the division.

Black book.

The register shall be divided off by Police stations and separate pages allotted for each sub-Inspector and head-constable working in the division ; only the remarks which bring the officer concerned into discredit shall be recorded in this book ; those on the opposite side being mentioned in the open records.

Annual reports drawn up under clause (c) of rule 663 shall be prepared from this register. If an officer framing a (c) report has not held charge of a division for more than six months in the year under report, he shall merely copy his predecessor's remarks in the prescribed form and forward it, with a brief endorsement.

655. The following returns shall be submitted by every Superintendent in charge of a division:—

Periodical returns

- (a) casual reports,
- (b) weekly diary,
- (c) weekly confidential diary,
- (d) monthly list of vacancies,
- (e) quarterly list of pending cases,
- (f) quarterly report on steps taken for apprehension of proclaimed offenders,
- (g) quarterly inspection report,
- (h) quarterly report on station officers and station head-constables attached to the division (enclosure of the Inspection report),
- (i) annual report on upper subordinates,
- (j) annual report on criminal tribes,
- (k) annual report on large fairs and festivals,
- (l) annual administration report.

656. When information is received that a meeting is to be held for discussion of matters connected with political or communal movements or for discussion of a subject which is of immediate public interest, the Superintendent concerned shall depute Police in sufficient force, (strong enough to frustrate any desire to molest them) with instructions that one or more members of the party shall openly take notes of the proceedings. At the conclusion of the meeting, a brief report shall be sent to the Inspector-General from the place of meeting, stating the number of persons present, names of principal speakers and how the meeting passed off. This report shall be supplemented by a subsequent detailed report which the Superintendent concerned shall submit to the Inspector General, as early after the meeting as possible, together with copies of the original notes taken by Police at the meeting.

657. On thursdays in every week, each Superintendent-in-charge of a division shall submit a working diary to the Inspector-General of Police through the Dy-Inspector-General. The working diary shall be prepared in the manner prescribed in rule 649 and shall contain brief notes on work done day to day during the week, in respect of control of crime.

658. The confidential diary shall be written on half margin, and every separate subject entered in a separate paragraph; each paragraph being numbered seriatim. This diary shall be prepared from the Superintendent's confidential note-book, maintained under rule 651 and sent to the Inspector-General by name every thursday; with a copy sent to the Dy-Inspector-General, also by name.

659. No standard form has been prescribed for the simple list of vacancies, which may be prepared as deemed convenient; the only object being to convey in a concise form, information to the Inspector-General

of the existing vacancies in every Police station, post and guard, so as to enable him to adjust the periodical postings of lower subordinates accordingly.

660 A list mentioning cases which are pending over a month on the last day of a quarter, shall be submitted to the central Police office, in the first week of the quarter next following. The cases pending over three months, if any, shall be written in red ink in this list, with comprehensive notes recorded against each such case, explaining the cause of delay in disposal thereof.

661. At the close of every quarter, each Superintendent in charge of a division shall submit a memorandum embodying the action taken by local Police during the quarter under report, for the apprehension of important proclaimed offenders. Steps taken and surprise visits paid in this direction, shall be shown under distinct entries made against the name of each such offender, with explanations as to the cause of failure in each such case.

662. Quarterly inspection reports shall be prepared and submitted as prescribed in chapter 1 under head, book 14. The form has been prescribed in the appendix and the method of holding quarterly inspections explained in rules 668 to 687 of this chapter.

663. With every inspection report, shall also be sent a quarterly confidential note in sealed cover, on the character and efficiency of sub-Inspectors and head-constables attached to the Police station under report. If the reputation of an officer has been found to be bad, the Superintendent shall quietly give the officer concerned, a hint of the reports received against him, by way of a verbal warning.

(a) If, in case of a sub-Inspector, his reputation continues to be bad even after the verbal telling off, given as described above, and the Superintendent is compelled

to give him another bad report at the next quarterly inspection, a note shall be made in the black book which shall be referred to, at the time of drawing up annual confidential reports.

664. Superintendents shall personally prepare and submit to the Inspector-General, on or before 1st January every year, an annual confidential report on the work and conduct of each upper subordinate serving under them.

Report on upper
subordinates.

The reports shall be drawn up, under the following three distinct classes and shall be marked as such ;

- (a) reports, in which for special good work and behaviour, it is recommended that promotion may be given irrespective of seniority,
- (b) reports, in which it is recommended that promotion may be given in the ordinary course of seniority,
- (c) reports, in which for particular bad work or bad habits or offensive behaviour, it is recommended that an officer may be passed over for promotion.

In (a) and (c) reports, detailed reasons shall be given for the recommendations made, but in (b) reports, remarks of Superintendents may be very brief. In case of (c) reports, copies of notes recorded in the black book must necessarily accompany the report, in support of the adverse remarks made. The Inspector-General may at his discretion communicate a report under class (c) to the officer concerned, by way of a warning. If a major punishment follows as an immediate result of a (c) report, the officer concerned shall, invariably be supplied with a true copy of the Superintendent's note, on the strength of which the punishment is being awarded.

665. Every Superintendent shall prepare and despatch to the Inspector-General, on or before 1st September every year, an annual report on the criminal

Report on criminal.

tribes of his division for the preceding year, containing a review of various subjects in the order given below.

- (a) names of tribes registered in the division under the criminal tribes act;
- (b) remarks on the general behaviour during the year under report, of each such tribe, stating whether any of the members are settling down to an honest livelihood ;
- (c) number of absentee members of criminal tribes, mentioning whether any facts have been ascertained, indicating locality to which they have proceeded;
- (d) number of members of criminal tribes convicted during the year under report, of scheduled offences specified in the appendix ; including the specified sections of the criminal tribes act, and number of such of the members, as have been bound down under security sections of the C. P. C. during the preceding year;
- (e) the amount paid during the year as rewards for the arrest of absentee members of criminal tribes;
- (f) remarks on the effect of any special measures taken to enforce responsibility of patels, patwaries and mukhias, in connection with the roll calls and surveillance of members of criminal tribes;
- (g) number of dacoities, robberies, thefts and burglaries traced to members of criminal tribes during the year under review ; the figures of total annual crime of the division shall also be given and percentage of the crime committed by members of criminal tribes in proportion to the total crime, calculated and incorporated in the report;*
- (h) remarks on the adequacy or otherwise of punishments inflicted during the year under report on the members

*Reliable suspicions on record : e. verified suspicions entered in book (9-3) of Police stations shall be added to the number of convictions, for purposes of finding the true number of cases traced to members of the criminal tribes.

of criminal tribes, noting especially on the cases of offenders reconvicted of specified offences under the penal code, which are punishable under sec. 21 J. C T. A. (23 C.T.A.), with a minimum sentence of 7 years' rigorous imprisonment;

- (2) remarks on the utility of finger-print system, as applied to members of criminal tribes and the results obtained therefrom, during the year under report;
- (3) remarks on the adequacy or otherwise of the measures taken during the year under report, for the control of wandering gangs and other unsettled tribes having criminal tendencies, who have frequented the division during the year.

666. Every Superintendent in whose division any fairs or public assemblies of importance are held periodically shall, on the 1st, august each year, submit to the office of the Inspector-General, a list of such fairs and festivals, with the dates on which each such fair or festival is to be held, in the ensuing year.

On the termination of each large fair and festival, the Superintendent concerned shall submit a report dealing briefly with the state of crime, conduct of Police, loss of male or female minors and any excitement of a political or religious nature which marred the harmony or peaceful celebrations of the festival. At the end of this report the Superintendent shall state whether the Police arrangements made on this occasion were found satisfactory and whether any alterations or modifications are necessary for making Police arrangements during the next celebration of the same fair or festival, as the case may be.

667. Every Superintendent in charge of a division shall prepare and despatch early in september each year, to the office of the Inspector-General of Police, an annual

administration report, mentioning:—

- (a) matters of importance connected with Police administration of the division;
- (b) occurrences of serious offences stating the results and the effects of Police investigations;
- (c) reasons of increase in crime, noting particularly on the crime committed against property;
- (d) matters of special interest connected with outbreak of serious crime if any, or regarding any notorious gangs who may have been at work in the division, during the year under report;
- (e) general effect of political or communal movements on the crime of the division.*

INSPECTION.

668. Every Police station and post in a division shall be thoroughly inspected by the Superintendent in-charge, at least twice in each year. At every such inspection, a return for each quarter's working since the last inspection, shall be made out in the form given in the appendix and sent to the C. P. O. along with the detailed report.

669. While commenting in inspection reports on the working of Police stations, care shall be taken that opinions are formed on proper and adequate grounds and not merely on statistical results, percentages of convictions or similar data; nor shall strictures be passed in this report in regard to an officer's honesty and character, as this report does not happen to be a confidential record and matters of a personal nature cannot form part of open records. Remarks regarding the character of the Stations officers and head-constables attached to Police Stations shall be made in a separate confidential note which is sent in sealed cover with every inspection report.

*The annual administration report shall be a statement of facts and shall not contain suggestions or proposals for orders

670. Inspecting officers shall not spend more time than is actually necessary in examining registers, but shall rather try to make themselves acquainted with the personnel of the Police stations under inspection as also of the posts and guards attached to such Police stations and shall enquire into and discuss with the Station officers, matters concerning current crime, cases and procedure. They shall assist local officers with advice, direction, encouragement or instruction as may be found necessary and shall listen to and deal with any requests which the Station officers or their subordinates may have to make.

671. A formal quarterly inspection may be divided into five parts as follows:—

- (a) parade, discipline, arms, mounts, state property, register 7, buildings and general cleanliness;
- (b) store-room, books 16, 17, 18, and 19;
- (c) case work registers 1, 2, 4, 9 (2), 9 (3), 9 (5), 12 and 12-A, files of case diaries and petty offences and proclaimed offenders' registers;
- (d) confidential records, *i. e.*, history sheets, personal files, books 9 (1), 10, 10-A and 11, and index to personal files without number;
- (e) miscellaneous registers 3, 5, 6, 8, 9-1 and 15.

672. No hard and fast rules can be laid down for checking the items mentioned in rule 671 (a). In the ordinary course of routine, a gazetted officer, on every occasion when he visits a Police station, is met on parade by the officers and men attached to such Police station, and that will be the fit occasion when he should frame his opinion in regard to the first four items of this part of his inspection. Next, the subordinates will show him their kits which have been laid for his inspection and he can, in the course of this inspection, take notes regarding the state of and shortages in various pieces of clothing, equipment, saddlery etc. This will be followed by a general survey, made by him of

the barracks, office, residential quarters, stables and kitchens etc., when he can conveniently note on the state of buildings and general cleanliness and this will complete his inspection of all the items mentioned in clause (a) of rule 671.

673. For checking cash and property, *vide* clause (b) of rule 671, the inspecting officer shall inspect the store-room with the Station officer and moharir of the Police station concerned and take account of the cash and property in hand, by referring to the relevant entries in books 16 and 17; while still in the store-room, he should also satisfy himself that all the articles connected with cases have been properly labelled and that the labels clearly show the numbers of first information reports and sections of law offended against, as also the dates on which such articles were admitted in the store-room. Particular notice should be taken of any property lying unnecessarily for a long time and so far as possible, orders for its immediate disposal should be given on the spot.

674. Entries in cash book shall next be checked by referring to the relevant entries in daily diary and to the receipts issued from register 19.*

675. Existence of properties shall be verified by referring to the road certificates issued in respect thereof which will be found in book 18 and to the reports recorded in this connection in the daily diary.


676. For the checking of case work, *vide* clause (c) of rule 671 the inspecting officer should sit down in the thana office, with book 1 and the bundle of case files in his own hands, books 9 (2), 9 (3) and 9 (5) in the hands of his reader and book 2, 4 and 12 with the thana moharir. He should then go

*The superintendents, during their formal inspections, are also expected to go into the reasons of delay in recoupment of the moneys of permanent advance. If any particular bills have not been cashed for over a month and no satisfactory reasons are available for this delay, the central Police office shall invariably be addressed on the subject.

into the first information register, case by case and item by item, calling out the *dehi* numbers and the numbers and dates of F.-I. Rs. (both of which will be found conspicuously written at the top of every page), so as to enable his reader and the thana moharir to bring out and place before him, the note-books of the villages concerned and the relevant reports in the daily diary respectively. Next, he should go through the body of the first information report and satisfy himself that the statement of the complainant or the informant, as the case may be, has been recorded correctly in the prescribed manner in the first person, and that the endorsement of 'karrawai police' mentions all the necessary details. Thereafter he should turn over the page and compare the index of case diaries with the police files, and also satisfy himself that the investigations have been conducted without long breaks and have not been entirely left to head-constables and constables. He should then come down to the table of final action and see if there is any accused or suspect mentioned therein; at the same time comparing these entries with those in the concluding paras of the case diaries concerned. If this column shows the name of an accused who belongs to the same jurisdiction and against whom conviction has been passed, the reader when called upon, shall at once consult book 9 (5) and put up the relevant entry, if it is there. In case an accused is absconding and his name has been shown in red in this column, the Inspecting officer should invariably call upon the thana moharir to consult book 4 and put up the relevant entry, if it is there. If column of accused in the F. I. R. shows the name of a suspect who is a resident of the local jurisdiction, the reader on being called upon shall put up the relevant entry in book 9 (3) of the village concerned. In case the suspect belongs to a foreign jurisdiction, the moharir shall produce the foil of the intimation sheet issued from book 12.

677. After a complete scrutiny of the F. I. R. has been conducted and concluded in the manner above described, the Inspecting officer should go through the zimney files of all the cases reported during the quarter or quarters under review, as also through the more important registers of 'cases traced to the village', 'convictions' and 'proclaimed offenders'; each file and register individually and each register item by item, through the entries for the entire period under report.

678. While looking up the Police files, the Inspecting officer shall satisfy himself that all admissions to and removals from lock-ups and store-rooms, of persons and property respectively, are duly reported in the daily diary under distinct entries. He shall as well satisfy himself that the entries made in the daily diary regarding arrests made and challans sent, are consistent with the contents of case files and that there are no omissions regarding these two important points in the former; further, that the statements of witnesses are recorded in first person on separate pages and that the files contain nothing in the body of the case diaries which can be lawfully demanded in court for inspection by the parties concerned

 **679.** While looking up register 9 (3) *i. e.*, the register of cases traced to the villages of local jurisdiction, the inspecting officer shall invariably refer to the cases (mentioned in book 9 (2) of the Police station), in which suspicion has rested on residents of the local jurisdiction as well as to the entries in book 12 (a) and satisfy himself that all the cases registered in the former, as also those reported from outside through intimation sheets, have been duly reproduced in book 9 (3) of the villages concerned.

680. While looking up book 9 (5) *i. e.*, the conviction register, the Inspecting officer shall satisfy himself that the entries are up-to-date and all convictions awarded to residents

of the Police station under the specified offences scheduled in the appendix, have been duly entered in this register. This should be verified by comparing the entries in the register with those in book 9 (2) and with the conviction slips received from the prosecuting offices concerned. He should satisfy himself further that the last entry of a convict having two or more convictions, gives reference to his previous convictions and that the convicts who have died or changed their residence permanently, have been duly struck off the conviction register.

681. While looking up the proclaimed offenders' register, the Inspecting officer shall satisfy himself that all the absconders mentioned in the absconders' register 4, against whom action has been started under sec. 77 J. O. P. C. (87 C. P. C.), have been duly entered in registers 10, 11 and the proclaimed offenders' list and register and that history sheets and personal files of such offenders have been duly started; that a complete and up-to-date list of proclaimed offenders is conspicuously exhibited both in the thana office and outside the Police station building, showing the amount of rewards offered in each case; that a full opportunity is given to members of the public to look up this list when they visit the Police station on any business; that constables and head-constables attached to the Police station remember by heart the names, particulars and descriptions of all local proclaimed offenders and absconders; that the steps taken to arrest the proclaimed offenders are adequate; that residences of the associates and relations of proclaimed offenders, as noted on the top pages of history sheets, have been regularly visited by the local Police during their day and night patrols and rounds; and that the requisite amount of evidence is available against each proclaimed offender, which is sufficient to warrant conviction in the event of arrest; (the principle in this behalf being,

that in cases of trivial nature in which sufficient evidence is not forthcoming by reason of lapse of time, the name of the proclaimed offender concerned should be struck off the Police registers.)

682. While commenting on the state of crime, clear and concise reasons shall be recorded for the increase or decrease, as the case may be. In case of decrease, a note shall invariably be added to show, whether the fall in crime is genuine or only a paper entry resulting from burking of offences. In case of increase, the Inspecting officer shall invariably record a concise and comprehensive note, giving detailed instructions for combating the growing crime, *e. g.*, a scheme of night patrols, a naka-bandi scheme along the border lines, or operations under sec 107 and 108 J. C. P. C. (109 and 110 C. P. C.), as the local conditions may require.

683. In checking history sheets etc. *vide* clause (d) of rule 671, the Inspecting officer shall pay particular attention to the points enumerated below:—

- (a) whether the entries on the top page of the sheets, regarding the names of associates and relations of the history sheeters are complete and up-to-date. The most important duty of a gazetted officer in connection with history sheets lies in verification of the entries regarding bad characters' associations. This verification should invariably be made during the gazetted officer's village-touring, and any additions or alterations found necessary as a result of this verification, shall be made in the column concerned, personally by the gazetted officer, conducting the inspection,
- (b) whether the index of convictions, as shown on the lower-half of the top page, is correct and up-to-date and mentions all the convictions passed against the history sheeters in both local and foreign cases, including

- convictions awarded under security sections of the C. P. C.; the entries in this behalf shall likewise be verified during the gazetted officer's village-touring, and compared with the entries in book 9 (5) of the Police station,
- (c) whether the index of suspicions as recorded on the sheet is complete; this shall likewise be verified locally as well as by reference to the relevant entries in book 9 (3),
- (d) whether the periods during which a history sheeteer has remained absent from the place of his residence, have been accurately and punctually recorded in the sheets concerned, the gazetted officer inspecting the thana shall collect precise information on this point during his village-touring and compare the same with that on record in the sheets. He shall satisfy himself further, that the daily diary reports regarding absence of history sheeters recorded by Police officers on patrol duty, tally with the entries made in the history sheets and, in case of any difference being found between the two, he shall apply the information in his own possession collected during his village-touring and amend the history sheet entries accordingly. When an entry in the daily diary indicates that a certain registered bad character was found absent on a certain date during the checking held by a Police patrol or otherwise, the Inspecting officer shall refer to book 10-(a), in order to ascertain whether a 'parcha' was issued from this book and whether the reply, if any received, has since been copied therein and reproduced in the history sheet concerned,
- (e) whether indexes of patrols attached to bundle A sheets are complete and up-to-date and are duly detached at the end of every month and put on the personal files concerned,

(f) whether surveillance as exercised by local police over the movements of bad characters and history sheeters is adequate ; the entries in history sheets shall invariably be compared with the entries of *gasht* recorded in daily diary, and in case of registered bad characters, also with the monthly indexes appended to the personal files.

684. While checking the history sheets, the inspecting officer shall take notice of any superfluous matter recorded in the sheets and shall discourage the Station officers from swelling this important record with stereotyped formal entries which serve no useful purpose, *e. g.*, 'nothing particular has been ascertained by a partial', 'the bad character continues to be complained against,' etc. These vague remarks are invariably made for the sake of writing something in the sheets and only go to point out that the Station officer has taken no real pains in keeping up this important record. The intelligent notes, which the Inspecting officer should appreciate in a history sheet, are the facts of a bad character having been suspected, convicted or otherwise concerned in a criminal case ; having harboured noted criminals or having made attempts to go and mix with them outside his village ; having engineered false cases or given false evidence ; having exhibited defiance of authority in the matter of his surveillance and last but not the least, his reputation in the society.

685. During this part of the inspection, the Inspecting officers should also satisfy themselves, that such of the bad characters, as have deserved a treatment under sec. 108 J. C. P. C. (110 C. P. C), by reason of having been reliably suspected in cognizable cases three times or more, have been duly sent up.

686. Gazetted officer, while on inspection duty, should also sift out and eliminate unnecessary sheets and files from the Police station records and order their destruction ; acting on the

general principle, that if a bad character has skipped over seven years or more, without giving any cause of complaint, his file may ordinarily be destroyed. In case of a proclaimed offender, who has been arrested and brought to justice, the history sheet and personal file concerned may be destroyed even earlier, if there is nothing else to justify its retention.*

687. For checking the miscellaneous registers, *vide* clause (e) of rule 671, it is not always necessary that the Inspecting officer should essentially go through every register personally. In the event of sufficient time not being available with him, the Inspector of the circle if he is handy, or the Inspecting officer's reader or head clerk who may be attending on him at the time, may safely be employed to go through the less important books. The officer so deputed shall check each register, item by item, and all that the Inspecting officer need do himself in such cases, is to look up each such register, anywhere between the written pages, just to satisfy himself that the Inspector or the other officer employed to check them, has done his duty faithfully. †

*The practice of summoning bad characters to Police stations during gazetted officers' inspections is wholly illegal and should not be encouraged by the Inspecting officers. If a gazetted officer doubts the correctness of any entry made in a history sheet, he is supposed to visit the residence of the history sheetee concerned and verify the entry on the spot; or he may summon and consult the patels or other reliable people of the locality concerned, but in no case should he allow a badmash being summoned to the Police station for his inspection

† Informal and surprise visits may as well be paid to Police stations and Posts as frequently as the gazetted officer-in-charge considers necessary and desirable having regard to the circumstances of each particular jurisdiction, but except for purposes of a special investigation or other special reasons, a Police station or Post may not be visited more than once in the same month.

CHAPTER VIII—TRAINING LINES' SCHOOL.

688. Each recruit, as soon after his enlistment as the number of new entrants comes up sufficient to fill a single rank squad, shall be put through a six months' course of elementary training in police duties, and except in very exceptional circumstances shall not be passed into the ranks, until he has undergone this training and instruction and has passed the first examination.

689. During the first six months, each squad of recruits shall be drilled and trained in the following subjects:—
Elementary course

- (i) a course of drill and instruction on the lines laid down in chapter 1 of the police drill manual; a separate programme and time-table being made out for each squad of recruits and adhered to throughout the course, under the charge of a qualified drill-instructor. Two parades will be held each working day and each such morning, the recruits will be drilled in "P. D.," all squads together, half an hour before joining the parade,
- (ii) a course of instruction in elementary law and procedure, imparted orally during noon hours, by an experienced literate head-constable who will be designated as School master.

690. The drill-instructor and the school-master shall be responsible to instruct each recruit within the first month of his service *i.e.*, before he joins a squad, in the purport of sec. 7 of the Police act under which he is appointed; and made to understand the general and special obligations of the Police service and the penalties to which he will be amenable under the Police act and Police rules. This part of instruction will be given in general terms and in the simplest possible language, especially so in the case of uneducated recruits, but it is essential that all

recruits should have received, prior to the preparation of their character-rolls and before joining the Lines' school, sufficient instruction to enable them to appreciate the purport of the agreement, which they are then called upon to sign.

691. As soon as they are able to realize their responsibilities and liabilities as Policemen, they shall sign the agreement and join a squad for the following training :—

- (a) general smartening up in habits and wearing of uniform,
- (b) a short course of squad drill and musketry instruction,
- (c) a small course of elementary law and procedure.

692. Subjects (a) and (b) shall be taken up together during morning and evening parades every working day and continued without any break, throughout the six months of the course.

Syllabous.

693. subject (c) shall consist of :—

- (a) elementary reading, writing and arithmetic in urdu;
- (b) roman letters and numerals;
- (c) elementary law and procedure, as it effects the constable;
- (d) general duties of the constable, especially as regards his specific duties on beat, patrol and traffic, his relations with the public, the serving of processes, the carrying out of searches, the proper method of describing a person, and how to read and distinguish the various numbers and marks on motors and other vehicles and how to read a clock;
- (e) matters of departmental discipline;
- (f) lessons in observation.

694. During the period of this training, recruits shall not be employed on fatigue duties in the Lines, except general fatigues on which all men off-duty are employed or in emergencies when no other men are available. In this and other respects, the greatest importance shall be attached to the recruits' training not being interfered with and to his getting reasonable hours

for rest and recreation. In any case, such fatigues shall in no case be permitted to interfere with the attendance of any recruit at the school or his appearance on the parade.

695. When necessary, recruits may be posted in turn as unarmed sentries on their barrack-rooms, but shall not be required to do any other duty, specific or general, till they are passed into ranks.

696. The object of this training shall be to inculcate in new entrants, habits of physical health, activity, discipline, self-reliance, observation, punctuality, sobriety, courtesy and straight-forwardness of dealings in the execution of Police duties, as also a knowledge of the technical details of the work which will be required of them, during their service as constables of Police.

697. The school-master shall bear in mind that:—

- (i) all matters taught are in strict relation to duties which have to be carried out by constables,
- (ii) recruits will learn most easily by practical illustration and demonstration,
- (iii) until the most elementary matters are mastered, it is useless going on to more advanced subjects.

698. At the conclusion of the musketry course, each recruit shall be put through the firing-drill and shall fire 30 rounds of blank and 5 rounds of buckshot, in accordance with chapter VIII of the drill manual.

699. On completion of the six months' course, all recruits shall be examined on parade by the Inspector-General, who will award marks personally in subjects (a) and (b), while the Superintendent reserve Lines, or such other gazetted officer of Police as may be specially nominated by the Inspector-General in this behalf, shall conduct their examination and award marks in the subject of elementary law and procedure

700. As a result of this examination, the Inspector-General will decide with regard to each recruit, whether he shall be passed,

discharged or given further training. Failed recruits will ordinarily be discharged, while those giving satisfactory results will be granted certificates of fitness and passed into ranks. Any recruit failing to give entire satisfaction in the first examination may be remanded for a further period of instruction, at the discretion of the Inspector-General.

701. The fact that a recruit has been passed into the ranks shall not be taken to mean that he is a fully trained constable; a constable under 2 years' service is at any time liable to discharge under rules of the department and the whole of this period shall be considered as that of training and probation.

702. On passing the first course, every recruit shall be posted to a head-quarter Station or post, for at least six months, with a view to train him in practical duties of constables. The officers in charge of such Police stations and posts shall pay particular attention to the training of recruits and shall send them out on beat, patrol, traffic and other duties with a selected senior constable, who shall be made to feel his responsibility for the instruction of the younger man.

703. Such of the passed recruits as are able to read and write, may at their option be given further training for a period of 3 to 6 months in the literary duties of Police, after they have done at least six months' general duty at a head-quarter Police station or post, subsequent to passing the recruits' course otherwise known as "first course".

704. During the second course, the recruits shall ordinarily be posted to clerical duty at head-quarters under responsible supervision and shall be employed to fill either supernumerary or minor posts in a vernacular office or to work under an orderly head-constable or reader or as an additional madad moharir at a head-quarter Police station or in a Prosecuting office. The object of this posting shall be to test the constable's industry and intelligence and his capacity for the literary duties of Police.

705. While posted as such, they shall attend the Lines school for two hours daily, at times to be so fixed, as not to interfere with their original work in the Police office, Police station or Post of their posting. At the school, they shall be taught the rudiments of Law and Police rules and on their free evenings, they shall attend lectures delivered at the Police Training School, by selected officers of Police, on varied subjects connected with the duties of Police.

706. At the end of the second course, the officers under whose supervision such recruits are posted, shall report as to their progress and the estimate which has been formed of their industry, intelligence and character. If well reported on, they will be allowed to sit in the next examination, held bi-annually of educated constables, in literate duties of Police. This examination shall be conducted by a board composed of one gazetted officer and two non-gazetted officers, who shall be specially, nominated by the Inspector-General for every session. The examination shall be partly written and partly oral and shall be aimed at testing the ability of the examinees to apply practically, what they have been taught. The written examination shall include reading and writing of simple case diaries and daily diaries and general calegraphy. The questions will be such as are commonly understood and do not involve any intricacies of law. After awarding marks on both oral and written answers, the gazetted officer conducting the examination shall add to the report, submitted on each constable, the examination board's estimate of the man's ability. These reports and the results of the examination shall then be submitted to the Inspector-General for orders. In making his decision, the Inspector-General will be guided by the consideration that the training which will automatically follow from the admission of a constable in literary staff of Police, has as its object, the production of a man fitted for the rank of head-constable. No man, therefore, shall be held to have passed the

test prescribed in this rule, unless in addition to having given proof of education sufficient to enable him to eventually take up the (α) course at the Police Training School, Jaipur, he has performed the ordinary duties of a constable at a Police station or Post, for at least six months, followed by at least 3 months' work in literate duties of Police and is judged likely on general grounds to be fitted, after further training, to command, instruct and exercise responsibility as a head-constable; actual advancement to which rank, however, will depend upon his passing the (α) course examination at the Police Training School, Jaipur.

707. During the first 2 years of every session, every constable shall be kept under close observation and reported on, at intervals of six months, by the sub-Inspector under whom he is working, through the Superintendent concerned.

Probation.

708. The orderly head-constable shall maintain a list of constables under two years' service. He shall submit to the Inspector-General, the name of each man, a month before he is due for confirmation together with his service-roll and personal-file.

Confirmation.

709. Gazetted officers are expected to make themselves acquainted, as far as possible, with the character and career of all constables under two years' service and shall be responsible that the names of men unlikely to make efficient Police officers are brought to the notice of the Inspector-General, well before their names are put up for confirmation

DISTRICT SCHOOL.

710. Superintendents in charge of divisions shall run their respective district schools at the head-quarters of their divisions. They shall give their special attention to the training of lower subordinates, more especially the lance head-constables and constables serving under them. The object of such training shall be to inculcate in lower subordinates, habits of physical health, activity,

discipline, self-reliance, observation, punctuality, sobriety, courtsey and straight-forwardness of dealings in the execution of their duties, as also a knowledge of the technical details of the work required of them

711. Each district school shall be placed under the charge of a suitable head-constable, who will be designated *District instructor* "district Instructor" and shall be responsible, under the general supervision of the Superintendent, that the school functions regularly according to the programme and timetable made out by the latter.

712. Every constable posted at a Police station, post or guard shall be called by turn into district school *Refresher course.* annually, for one month's training in drill and elementary law and procedure

713. During this course, the training shall be imparted on the following lines:—

- (a) the general smartening up of each constable, by attention given to the manner in which he wears his uniform and a short course of physical training if he is not over 35 years of age,
- (b) a short course of squad drill and musketry instruction,
- (c) a refresher course of elementary law and procedure.

714. The following subjects shall form part of each session *Syllabus* of the district schools:—

- (a) elementary reading, writing and arithmetic in urdu;
- (b) roman letters and numerals;
- (c) elementary law and procedure, as it affects the constable;
- (d) general duties of the constable especially as regards his specific duties on beat, patrol and investigation, his relations with the public, the serving of processes, the carrying out of searches, the proper method of describing a person; and distinguishing of numbers and marks on motor vehicles, and how to read a clock and

distinguish colours;

(e) matters of departmental discipline;

(f) power of observation.

715. The district Instructors shall bear the following principles in mind:—

(a) all matters taught should be in strict relation to duties which have to be carried out by constables, lance head-constables and head-constables,

(b) raw policemen will learn most easily by practical illustration and demonstration;

(c) until the most elementary matters are mastered, it is useless going on to more advanced subjects.

716. At the end of this training, the Superintendent-in-

Examination. charge shall orally examine each constable,

before he is returned to the place of his posting. Any constable failing to satisfy the Superintendent, shall be retained in the district school, for a further period of one month, his Police station sending no constable in his place.*

POLICE TRAINING SCHOOL.

717. Experience having proved that the success and efficiency of Police officers mainly depends upon a training imparted in accordance with local conditions, a local Police Training School has been established in the Police Lines Jaipur, with effect from the 25th october 1932, *vide* council of State resolution no. 44 dated the 25th october 1932, under the charge of Dy-Inspector-General, who has been appointed to act as *ex-officio* Principal of the school

718. The school will run two courses (a) and (b); course

Courses. (a) will last for one year from april to the end of march following, while the (b) course will have two sessions, each of six months, the first lasting from april

*Constables deputed for training to the district school shall not be employed on any other duties, except in real emergency.

to september and the second, from october to march.

719. Besides Police officers and cadets of the Jaipur Police, a certain number of Police employees of thikanas sikar, khetri and uniara, as also of independent adjoining states of Rajputana, will be admitted in the school, subject to their being approved of by the *ex-officio* Principal.

Admission

720. Every candidate must possess the following qualifications:—

- (a) he must be intelligent, hard-working, of sound bodily health and good physique with active habits,
- (b) he must be between 18 and 35 years of age,
- (c) he must be able to read and write urdu language fluently and easily,
- (d) he must be of good moral character.

721. Selection of candidates for (a) and (b) courses will be made in march each year and of those for the second session of (b) course, in september every year, by a board composed of the Inspector-General or the Dy-Inspector-General as the President, two Superintendents of Police and the Police Surgeon, as members of the board. Besides the cadets selected by the council of State in january each year, each Superintendent of Police including the administrative heads of Police in the Thikanas and States mentioned in rule 719, will recommend a limited number of their subordinates whom they consider capable of following the school course. These recommendations shall reach the *ex-officio* Principal, a month before each session begins and the latter will forward them to the selection board, with his own opinion and remarks as to the fitness of each candidate; he will have full powers to reject a candidate whom he considers unfit for going up before the board*.

Selection.

*Every selected candidate will be vaccinated before admission, unless he can prove to the satisfaction of the Police surgeon, that he had been successfully vaccinated previously.

722. Cadets and Police officers having less than three years service will ordinarily be admitted to the (a) course, while those having more than 3 years service, to the (b) course. It will, however, be at the option of the *ex-officio* Principal to deviate from this rule in the case of officers who, though having more than 3 years service, have not had sufficient opportunity of working at Police stations.

723. SYLLABUS.

*SUBJECT.		TEXT BOOK.
(a) Police rules (compulsary)	...	the Police Guide.
(b) Penal code (compulsory)	...	the Police Guide appendix I.
(c) Crl. proc. code (compulsory)	...	the Police Guide appendix I.
(d) Evidence act	...	the Police Guide appendix I.
(e) Police act (compulsory)	...	the Police Guide appendix I.
(f) Local and special laws	...	the Police Guide appendix I.
(g) Medical jurisprudence	...	oral through lectures delivered by the pro- secuting Inspector.
(h) First aid to the injured	...	the St. John-ambu- lance book.
(j) Finger prints	...	the finger-print manu- al Punjab.
(k) Practical Police work	...	oral, through lectures delivered by the Principal and law Instructors.

*The course of training generally will be common for both the classes, class (b) completing it in six months and class (a), the same course in twelve months.

(l) Discipline the Police Guide
chapter IX.

(m) Parade (compulsory)*

- (i) squad drill
- (ii) musketry drill
- (iii) physical drill
- (iv) rifle exercise
- (v) bayonet fighting
- (vi) sentry duty
- (vii) guard duty
- (viii) escort duty
- (ix) road duty
- (x) beat duty

} Police drill manual.

(n) Riding

- (i) horse-riding
- (ii) camel-riding
- (iii) cycle-riding
- (vi) swimming

} through practice.

(o) General knowledge

- (i) observation
- (ii) reconnoitering
- (iii) raiding operations

} through practice.

724. TIME-TABLE

1ST APRIL TO 30TH SEPTEMBER.

5-00 a m	...	to	5-00 a.m	reveille.
6-00 a.m.	...	to	7-30 a.m	parade
7-30 a.m	...	to	8-30 a.m.	interval.
8-30 a m.	...	to	11-30 a.m	school.
11-30 a m	...	to	2-00 p.m	interval.
2-00 p m.	...	to	3-00 p m.	study.

*(a) class students, after they have done six months in the school, will occasionally join the S A F parades in the company drill, past march, ceremonial drill and other advanced drills

3-00 p.m.	...	to	4-00 p.m. school.
4-00 p.m.	...	to	5-00 p.m. lectures.
5-00 p.m.	...	to	5-30 p.m. interval.
5-30 p.m.	...	to	6-30 p.m. sports.
6-30 p.m.	...	to	9-00 p.m. interval.
9-00 p.m.	...	to	9-00 p.m. roll-call.
10-00 p.m.	...	to	10-00 p.m. lights out.

1ST OCTOBER TO 31ST MARCH.

6-00 a.m.	...	to	6-00 a.m. reveille.
7-00 a.m.	...	to	8-30 a.m. parade.
8-30 a.m.	...	to	10-00 a.m. interval.
10-00 a.m.	...	to	1-00 p.m. school.
1-00 p.m.	...	to	2-00 p.m. interval.
2-00 p.m.	...	to	3-00 p.m. school.
3-00 p.m.	...	to	4-00 p.m. interval.
4-00 p.m.	...	to	5-00 p.m. lectures.
5-00 p.m.	...	to	6-00 p.m. sports.
6-00 p.m.	...	to	8-30 p.m. interval.
8-30 p.m.	...	to	8-30 p.m. roll-call.
8-30 p.m.	...	to	10-30 p.m. study.
11-00 p.m.	...	to	11-00 p.m. lights out.

725. LECTURES.

DAY	SUBJECT	LECTURER
1 Monday	First aid	Police surgeon.
2. Tuesday	Law	Prosecuting Inspector.
3. Wednesday	Drill	Inspector S.A.F.
4. Thursday	Practical methods	Dy-Inspector-General.
5. Friday	Law	Public Prosecutor
6. Saturday	General knowledge	Inspector-General.

726. As often as possible, preferably on school holidays, the Dy-Inspector-General (*ex-officio* Principal of the school) will take out the classes for practical training in Police station work. He may as well make arrangements with the divisional officers, for practical training being imparted to the students on the scenes of occurrences, under the supervision of responsible local officers.

727. Students below the rank of sub-Inspector will
Boarding house reside in the school barracks; each student being supplied with a bed, a chair, and a kit box and a reading table placed between every four students

728. Wholetime services of two barbers, two water men, two cooks, two orderlies and a sweeper will be engaged at State expense and placed at the disposal of the students.

729. Sub-Inspectors whether probationary or permanent, will be housed separately, in simply furnished rooms

730. Students below the rank of sub-Inspector will take
Mess. their meals in the mess provided separately for Hindus and Mohammadans; the necessary utensils being supplied at the State-expense.

731. The Superintendent reserves Lines will act as *ex-officio* warden of the school and will be responsible to see that the food stuffs are pure and wholesome and that the meals are served punctually at the appointed hours.

732. One of the students will be chosen by turn to act as mess manager for 3 months each, who will purchase food stuffs personally and will exercise a general control over the school menial staff.

733. Every student will be supplied with law-books and
Books articles of stationery, free of charge. A library has been provided in the school in charge of a librarian where, in addition to law-books, journals, magazines, newspapers and other literature of general knowledge, various

house-breaking implements, weapons of offence, counterfeit coins, forged notes and stamps and human bones etc. have been exhibited for purposes of practical demonstration.

734. While under training in the school, students will wear the school pattern of uniform. Three sets will be issued to each of the (a) course cadets and two sets each, to (b) course students; the cost being charged to the school uniform budget in case of local candidates and to their respective administrations, in case of Thikana and foreign State candidates.

735. All students will use State arms and mounts during training; five horses and five camels have been reserved for the purpose in the mounted Police lines, Jaipur. 303 rifles and Webly Scot revolvers will be issued to Instructors and students for aiming and firing exercises.

736. No student will be granted any kind of leave during his training period, except a small casual leave in special cases of real emergency.

737. The school shall remain closed on Sundays. No instruction in drill, musketry and riding will be given on this day, nor on Thursdays. Other holidays may be observed as the *ex-officio* Principal decides and notifies from time to time. Students whose families reside in Jaipur may, at the option of the Principal, be allowed to visit their homes on school holidays.

738. Such of the students as are on the permanent cadre of Jaipur Police or of a Jaipur Thikana, will receive the pay and allowances of their respective ranks and grades. Cadets selected by the council of State, will be paid at the rate of Rs. 25/- p. m. i. e. half their permanent pay. Each cadet will sign an undertaking before admission in the school, promising to refund the whole amount of stipend paid to him, together with the cost of his uniform, in the event of his

being discharged from the school, under rule 741 of this chapter.

739. While no fees of any kind are leviable from members of the Jaipur Police, the Thikanas and foreign States deputing their Police officers or cadets for training in the Police Training School, Jaipur, will be charged Rs 300/- per student for (a) course and Rs 150/- for (b) course.

The fees fixed as above will cover the cost of tuition, lodging uniforms, law-books, stationery, sports material and the use of horses, camels and arms.*

740. Each student will, in rotation, carry out the duties of day-officer and when so employed, will be responsible to see that:—

(a) the students' barracks and the rooms allotted to sub-Inspectors are kept clean and properly lighted

(b) all articles of state property are kept clean and in good condition,

(c) the library and school rooms are kept clean and in good order,

(d) orders and instructions given by the *ex-officio* principal, the *ex-officio* warden, the chief law-instructor and the head master, in regard to the general management of the school, are properly and promptly carried out,

(e) lights are switched off at the appointed time,

(f) no student remains absent from his barracks or quarters without permission,

(g) outsiders and unauthorised persons are not allowed to enter or reside in the students' barracks or in case of sub-Inspectors, in their residential quarters during night hours, nor other

*In event of a neighbouring state deputing its candidates for training in the Jaipur Police Training School, the fees, privileges and liabilities will be exactly the same, as those fixed for candidates deputed by Thikanas of Jaipur.

policemen come and occupy students' time by visiting them without any reasonable excuse,

(h) students proceeding on leave duly report their departure and arrival in the daily diary of the reserve Lines and a note thereof is made in their duty-slips,

(j) sick students are given prompt medical aid in the Police hospital and are properly looked after, by the hospital staff and the school orderlies.

741. Students will be amenable to the following punishments for breach of school rules or other misconduct :—
Penalty.

- (i) expulsion from school,
- (ii) confinement to barracks,
- (iii) punishment drill,
- (iv) fatigue duty,
- (v) suspension of further training,
- (vi) recovery of the stipend money,
- (vii) deduction of marks in final examination,
- (viii) in case of members of Jaipur Police also the punishments prescribed in chapter IX of this book.

742. The members of the council of State and their sikh members, the Judges of the chief court, the Director of medical services, the Commandant and the Chief staff officer of the Jaipur State forces, will be entitled to visit the school as visiting officers, at their convenience and option.

743. The Inspector-General of Police Jaipur State, will be the controlling authority of the school.

744. STAFF:—

PRINCIPAL—Dy-Inspector-General of Police, *ex-officio*,

WARDEN—Superintendent reserve Lines, *ex-officio*,

CHIEF LAW INSTRUCTOR.—A senior Police officer of the rank of Inspector or above.

LAW INSTRUCTORS—Two non-gazetted officers of the rank of sub-Inspector or Inspector.

DRILL INSTRUCTOR—A Police officer of the rank of sub-Inspector or head-constable, who has received training in a Police training centre or a Military centre, under Government of India

OBSERVATION INSTRUCTOR—A Police officer of the rank of sub-Inspector or head-constable, specially selected for his power of observation and general knowledge.

FIRST AID INSTRUCTOR—The Police Surgeon, assisted by an experienced and certified officer of the rank of sub-Inspector or head-constable.

RIDING INSTRUCTOR—A Police officer of the rank of Inspector or sub-Inspector, who possesses the necessary qualifications.

HEAD MASTER—The reserve Inspector or Lines officer.

745. The *ex-officio* Principal will make occasional rounds to satisfy himself that:—

- (a) health and sanitation are satisfactory,
- (b) discipline is properly maintained,
- (c) students attend lectures, parade and riding punctually and regularly,
- (d) time-table and programmes are systematically and punctually adhered to,
- (e) buildings and articles of State property in the school charge, are complete and in good condition,
- (f) salary of staff and students is disbursed regularly and punctually,
- (g) regular accounts of expenditure are kept and rendered,
- (h) boarding and lodging arrangements are satisfactory,
- (j) books, papers and other articles placed in the school library are made a full and proper use of,
- (k) sick students receive timely medical aid and are properly looked after, both in the matter of food and medicine.

746. A board of examiners will be constituted every Session, for conducting the final examinations; ordinarily
Examination. the Inspector-General or the Dy-Inspector-General, two Superintendents of Police, Public Prosecutor, the Police Surgeon, an officer of the Judicial department nominated by the chief Justice and a State Military officer nominated by the Chief staff officer, will form the board.

747. For every examination, the examinees will be allotted separate roll-numbers, which will be announced only on the examination mornings, immediately before the first paper is set and no student will be allowed to write or affix his name or badge number on the answer-books, nor mark his answers by any other sign or mark of identification, except only the roll-number allotted to him for the day.

748. All question papers will be set in urdu and students will be required to answer them in the same language. The minimum pass-marks will be 33% in each subject and 50% in the aggregate.

749. The student who stands first in order of merit in the final examination, will be awarded a replica
Order of merit. of the Young cup which, if the recepiant is a member of the Jaipur Police, will at once entitle him to promotion to the next higher grade, irrespective of seniority.

750. Students who stand 2nd and 3rd in order of merit, and the student who stands first in the subject of Police Guide, will be granted 1st class certificates and cash rewards

751. If results in any particular subject are creditable, the services of the Instructor concerned will be suitably appreciated by a reward given in the form of a present, provided that at least half the number of students have obtained more than 50% marks in his subject and at least 2 of them have passed with honours, getting more than 75% marks in such subject

752. A student who has failed in the final examination, may, at the option of the *ex-officio* Principal, be given another

chance and re-admitted in the school in the ensuing session, but in no case shall a third chance be given to any student, unless his failure was due to ill-health. If the examination results of a failed student are not too bad and he has not failed in more than two subjects, he may be allowed to appear in a compartmental test, after a couple of months, further training in the school with the new class (b) or if the results are more hopeful, he may be allowed to come up as a private candidate in the next examination, according as the Principal decides. If a student fails hopelessly, he will either be remanded to a full further training in the next session in class (a) or (b), as the Principal directs or allowed to take up this course afresh, in one of the future sessions. In case, a student, as a result of this examination, is declared entirely unsuitable for Police service and the Board of examiners and the Principal so recommend, he will be discharged summarily from the force.

753. A probationary sub-Inspector, after passing from the Police Training School examination, will be appointed as a third grade sub-Inspector on Rs 50/- p. m., on probation for a period of two years, which will be spent as under :—

Post school

- (a) one month in the reserve Lines, for practical training in the duties of Lines' officer,
- (b) one month in a police office, for practical training in the duties of orderly officer,
- (c) two months in the prosecuting branch, for practical training in the duties of prosecuting sub-Inspector,
- (d) four months at an urban Police station, for practical training in the duties of moharir,
- (e) four months at a rural Police station, for practical training in the duties of moharir again,
- (f) twelve months at a mufassil Police station, for practical training in investigation and executive work.

CHAPTER IX—DISCIPLINE PRIVILEGES.

754. Discipline shall be maintained by patient and continuous instruction combined with a firm, vigorous and sustained control.

General.

Much can be done in this direction by kind and considerate treatment given to subordinates both in their official and private life, especially when a subordinate finds himself in a trouble of private nature. An officer who dissociates himself from his subordinates in their hour of need, seldom gets the amount of support and co-operation from them that he might otherwise receive. Sympathy tempered with fairness and firmness are the bed-rocks of sound and lasting discipline; efforts should, therefore be made to correct a subordinate rather than breaking him.

755. Officers, having power to punish should endeavour to check neglect and misconduct in their subordinates which might appear to be merely due to ignorance or inattention and not to wilful disobedience, by clear instruction and careful explanation; frequent infliction of minor punishments in such cases should be avoided. While passing orders of punishments, full consideration should be given to the facts and circumstances of the case and due allowance made for the character and position of the officer punished; the misconduct of a Police officer must be judged in relation to the position he was occupying at the time when such misconduct is alleged to have taken place and not the altered position which he may be holding at the time of award of punishment.

756. When a warning or a minor punishment can adequately meet the requirements of a case, a major punishment should ordinarily be avoided. In any case the first offence or two, unless serious in nature or consequences, should be let off with only a verbal warning or a nominal minor punishment.

757. The punishment of dismissal should be resorted to only when all other punishments have failed to correct an officer; and when a disciplinary offence can be adequately punished departmentally, the defaulter should not be prosecuted under sec. 23 of the J. P. A. (29 I. P. A.) or any other provision of law.

758. Generally speaking, a punishment, when it really becomes necessary to be inflicted, should be so designed in nature and extent, that the defaulter gets no more than his deserts, while the internal discipline of the force derives the benefit of accumulative effect of the punishments awarded. Beyond this, there should be no desire or attempt to punish subordinates; on the other hand, a response should be sought through kind and considerate treatment given more often in the matter of rewards, leave and pension etc.

759. Where rewards have been earned, they should be presented quickly, as belated rewards would lose much of their value and utility. Recommendations for rewards should not be unnecessarily delayed and when no reasonable grounds exist for withholding or delaying such recommendations, the reward-rolls should be submitted to the Inspector-General at the earliest opportunity, provided that due care has been taken not to prejudice the issues of *subjudice* cases. Subject to the above proviso, captures of proclaimed offenders, successful operations of vagrancy and security law and special spasmodic work may be rewarded directly after the incident has occurred, without waiting for judicial findings. In other cases, the reward rolls may be delayed till the termination of original trials, but need not wait for the results of appeals, unless so directed by the sanctioning authority.

760. Rewards should be carefully classified in each case, so as to be able to fetch the best possible appreciation from the recipients; for instance, a cash reward would be better appreciated by one whose legitimate sources of income are not very adequate. In this

sense, a small sum given to a low-paid constable would be far more appreciated than big rewards granted to higher paid officers. Accordingly, recommendations of Superintendents should as far as possible, be based on the principle of confining monetary rewards to lower subordinates only. Although a success resultant from interrogation, tackling, search or pursuit would ordinarily fall to the credit of the officer-in-charge whose sound and wholesome arrangements, combined with his intelligent direction and advice and effective control, have led to success and beneficial result, yet the spade and manual work which often plays a prominent part in such cases, should never be lost sight of. It is ordinarily through a constable that the first clue of a case is found, as he is the man who is put in direct communication with the accused and suspected persons and any confession, admission or discovery obtained through the lips of an accused or suspected person, would be his credit first. Again it is he, who actually conducts the searches of persons and houses of suspected and accused persons and any recovery which yields to such measures, would be virtually the constable's earning and consequently should go to his credit first. The lower ranks therefore, should predominate as far as possible, among recipients of cash rewards.

761. In important cases and whenever possible, rewards and certificates should be presented personally by the Inspector-General or the Dy-Inspector-General in a general parade or on an occasion when large number of Police officers and members of public happen to be present to witness such presentation.

762. Leave, where it is due and is applied for, should so far as exigencies of the service allow, be granted ungrudgingly and as far as possible, full dues should be granted at the outset, so as to reduce the chances of subsequent applications and expensive telegrams being received from incumbents for extensions of leave.

763. If an officer cannot be spared, the leave may certainly

be refused, but if he can be spared and the leave is due, there is little reason why he should not be allowed to enjoy it full, unless he is under a black mark or a departmental enquiry, or under orders of transfer

764. Every Police officer, enrolled under sec. 5 J. P. A. (7 I. P. A.) shall receive on his appointment, an appointment certificate under the seal and signatures of the Inspector-General, by virtue of which the officer holding such certificate shall be vested with the powers, functions and privileges of a Police officer. The appointment certificate shall, however, cease to have effect whenever the person named in it ceases for any reason to be a Police officer and on his ceasing to be such, the certificate shall be forthwith surrendered by him to his superior officer, failure or omission whereof has been made punishable under sec. 22 J.P.A. (28 I.P.A.); provided that a Police officer shall not, by reason of being suspended from office, cease to be a Police officer; during the term of such suspension, the powers, functions and privileges vested in him as a Police officer shall of course lie in abeyance, but he shall remain subject to the same responsibilities, discipline and penalties and to the same authorities, as he would, if he had not been suspended.

765. Every Police officer, appointed under sec. 3 J. P. A. (4 I. P. A.) or enrolled under sec. 5 J. P. A. (7 I. P. A.), shall be entitled to exercise authority and powers as defined in secs. 17, 18, 19, 21, 25, 26, 27 and 29 J. P. A. (23, 24, 25, 30, 30-A, 31, 32 and 34 I. P. A.) and other acts, codes and local special laws in force for the time being for regulating criminal procedure

766. An officer officiating in a higher rank will be entitled to exercise the powers of such higher rank, according to the schedule of powers and various provisions of law.

767. In case of probationary officers and recruits, privileges

functions and powers vested by law and rules in their respective ranks shall be held in abeyance till they are confirmed in their appointments, unless specially authorised by the Inspector-General for any specific occasion or for any special duty.

768. Every Superintendent of Police, besides his pay and travelling allowance, will be entitled to draw a conveyance allowance at the rate of Rs. 50/- per mensem for maintaining a motor conveyance.

769. Every upper subordinate maintaining a conveyance will be similarly entitled to draw a conveyance allowance at the rate of:—

Rs. 20/- per mensem for a horse.

Rs. 10/- per mensem for a camel.

Rs. 5/- per mensem for a cycle.

770. All upper subordinates when employed on executive duties will be entitled to free married quarters or house-rent in lieu thereof, while the lower subordinates will be housed in Police barracks and supplied with beds, boxes and other pieces of simple furniture, issued free of charge. The lower subordinates will also be supplied free of charge with uniforms and necessary equipments.

771. All officers and men, doing duty in the criminal investigation branch of Police will be entitled to draw a duty allowance at the following rates:—

Superintendent	Rs. 50/- p. m.
Inspector	Rs. 15/- p. m.
sub-Inspector	Rs. 10/- p. m.
head-constable	Rs. 5/- p. m.
constable	Rs. 3/- p. m.

772 All lower subordinates doing duty in the urban area of Jaipur city, will be entitled to draw a city allowance at the following rates:—

head-constable	Rs. 3/- p. m.
constable	Rs. 2/- p. m.

773. Every Superintendent of Police will be allowed, free of charge, the services of two constables; one to serve him as office peon and the other, as his personal orderly.

Orderlies

774. Every Inspector of Police will be allowed, free of charge, the services of a constable to serve him as his personal orderly.

775. All gazetted officers of Police shall be entitled to enter Jails at any time, for any lawful purpose connected with the discharge of their duty.

Visiting jails

776. Subordinate Police officers shall be similarly entitled to enter Jails in uniform, for any purpose connected with the discharge of their lawful duty. They shall, however, not be entitled to interrogate a prisoner, without the written permission of a competent magistrate

777. Every Police officer shall be entitled to free medical attendance at the Police hospital. Officers of the rank of sub-Inspector and upwards shall be entitled to free medical attendance at all stations where state dispensaries have been provided

Medical aid

778. All Police officers of the rank of sub-Inspector and upwards will be entitled to chairs when visiting superior officers of Police or other departments of the State

Position

779. Sub-Inspectors and Inspectors will be treated with consideration and shall not be addressed with the much hated term *tum* during their official dealings with superior officers. Both in conversation and correspondence, they shall be entitled to be addressed decently, with the word *ap* or *ray* or any other equivalent word which common courtesy and the rules of etiquette demand.

780. Every officer appointed or enrolled in Police will be entitled to rewards, leave and pension permissible under the rules and in case of an

Pension

officer dying whilst in actual discharge of duty, also to a pension for his dependents.

781. With due regard to efficiency, the dependent sons and brothers of Police officers who have long approved service to their credit, will be given preference in the matter of selection of candidates for Police employment, provided that they possess the minimum qualifications and do not fall too far below in order of merit in competition with other candidates for the same post.

782. Police officers of and above the rank of head-constable
Protections 2nd grade shall not be prosecuted on private complaints, except with the previous permission of the Inspector-General obtained under sec. 188 J. C. P. C (197 C. P. C). Such permission will ordinarily be withheld, until the Inspector-General has satisfied himself by a local enquiry, conducted in person or through a gazetted Police officer, that the facts constituting the alleged charge actually warrant a criminal prosecution and that failure to hand over the defaulter to a court of law will lead to miscarriage of justice.

783. *Vide* sec. 33 J. P. A. (42 I P A.), no action or prosecution shall be taken or instituted against a Police officer of whatever rank at the instance of a private person for anything done in public capacity, if three months have elapsed from the date of the incident concerned; nor shall any such case be entertained in a court of law, unless a proper notice in writing of the contemplated action and its grounds has been given to the defendant, at least one month before its institution.

784. *Vide* sec 30 J. P. A. (35 I P. A), any criminal charge brought against a Police officer of above the rank of constable, shall be enquired into and determined only by an officer exercising the powers of a magistrate having first class or higher powers.

785. For all acts done in good faith in the discharge of

duty, Police officers shall, besides being given the fullest advantage of legal protections afforded by law, receive the whole-hearted support of the Inspector-General and the Police department as a whole. If a Police officer is called upon to stand a judicial trial for any such act, the department will, at the discretion of the Inspector-General, undertake to defend such Police officer at state expense, and shall, if so decided upon, afford all possible facilities by way of granting leave, procuring defence witnesses, engaging counsels, deputing superior officers who have endorsed such acts to appear as defence witnesses and granting compensations where so deserved.

786. Meritorious and praise-worthy service rendered by gazetted officers of Police will be appreciated by means of letters of thanks issued by the Durbar, the Council of State or the Inspector-General, according as the nature of the work done suggests and the degree of credit earned deserves; in special cases, a gazetted officer may be presented with a weapon or any other suitable memento.

Good and commendable work done, spasmodic efforts displayed and keen and vigilant duty performed by enrolled Police officers will be appreciated by means of commendation certificates, special commendation certificates, special promotions and monetary rewards

787. In addition to or in lieu of any other kind of reward, good conduct stripes not exceeding three in all and not more than one at one time, may be awarded to constables, for conduct displaying exceptional address, acuteness, loyalty or courage or for an act which appears to be specially praise-worthy or as a reward for continuous exemplary conduct during a long period of service, these stripes shall be worn on the sleeve of the right arm, half way between the elbow and the wrist. A constable earning such stripes will be entitled to exemption from all sentry duty and

will be classed with lance head-constables, though ranked junior to them

788. When an enrolled Police officer renders ready and efficient assistance in the investigation of a criminal offence, the arrest of a criminal or the preservation of law and order or gives valuable information, the sanctioning authority may, in addition to or in lieu of any other reward, grant such Police officer, a commendation certificate of 1st, 2nd or 3rd class, as the nature of the work done deserves.

Commendation
certificates.

789. Special commendation certificates may be granted to enrolled Police officers and members of the Police ministerial staff for conspicuous good work done uniformly throughout a year or for duty performed on important State functions and big festivals, when such certificates are issued simultaneously to a large number of Police officers in recognition of extra duties performed on such occasions.

Special commendation
certificates.

790. Where possible, with due regard to the rules in force regarding promotions, a specially good service performed by a Police officer may be rewarded by a special promotion, provided that his seniors in the same rank and grade who have equally approved service at their back do not suffer hardship.

Special promotions.

791. Rewards in cash or of articles of value may be granted to enrolled Police officers and members of the Police ministerial staff for exceptional good work of an outstanding quality, done in connection with the administration of law, the maintenance of peace, safety and good order or for conduct displaying exceptional address, keenness, acuteness, industry, loyalty or courage in devotion to duty.

Prizes.

792. When an enrolled Police officer arrests or causes to be arrested an absentee member of a criminal tribe or a proclaimed offender, he will be entitled to a minimum reward of Rs. 3/-

and Rs, 5/- respectively.

793. When a Police officer acts with conspicuous courage in saving or attempting to save a human life, in attacking a gang of armed dacoits or resisting an attack made by members of such gangs or by armed robbers, burglars, thieves or rioters or otherwise displays courage and bravery of a high order, a heavy reward in cash or of fire-arms may be given besides any other reward which may also be granted for the same act of bravery; special gallant acts of outstanding bravery may be rewarded by conferation of King's Police Medal or Indian Police Medal, according as the nature of the work done deserves.

794. When rewards are offered by private persons, the Inspector-General may require that the sum offered shall be made over to him for deposit in the Police cash chest and subsequent disbursement according to his own judgment, in his public capacity. If the amount of a cash reward so offered has not been deposited in advance and the property for the recovery of which such reward was offered, is in possession of Police or Judicial authorities, the Inspector-General may, if the reward offered is not paid on demand, apply to the Magistrate having jurisdiction, for retention of such property under the provisions of contract act until such reward is paid up in full.

795. When the offer of more important rewards whether by State or private persons is published through the state gazette or otherwise, care shall be taken in drafting the announcement to particularise the type of assistance required *e g* *arrest, assistance in arrest or information leading to arrest*, for which the reward is offered and in every case, the announcement shall specifically reserve to the Inspector-General or in more important cases, to the Council of State, the right of deciding finally, by whom and in what degree the reward offered has been earned or in what proportion it shall

be divided among several claimants.

796. All cases in which heavy rewards have been granted for work of outstanding quality shall be published in the state gazette and the recipients shall be supplied with a copy of the gazette concerned, free of charge.

797. In each case, when it is decided to grant a reward, the station officer concerned shall prepare a reward roll in the prescribed form, within seven days of the occurrence of incident concerned or if the case pertaining to such incident has been sent to court, within seven days of the receipt of information regarding conviction.

798. A reward roll shall briefly state the facts of the case concerned and the special work done in connection therewith, which has merited the reward; brief references being given in the body of the report to the case diaries and their paragraphs which mention such work. In the open space above the table of columns, shall be mentioned, the number of the first information report or the daily diary, as the case may be; the date of occurrence; the date of judgment, if any and other particulars of the case. The last three columns shall be left blank for the remarks and orders of gazetted officers. The thana file of the case diaries shall not be sent with the reward roll, as the same may be required by the prosecuting officer for use in appellate courts

799. Superintendents while endorsing reward rolls shall give clear and concise reasons for their recommendations, but shall confine their remarks to the actual work done, without discussing any other aspects of the case or side-qualifications of the recommendees. Definite suggestions should be made in each case, as to the particular kind of reward which in the opinion of the Superintendent, has been earned by each recommendee.

800. Superintendents, shall transmit reward rolls to the Central Police Office, within seven days of their receipt from the Police stations and shall forward therewith, their office files

of case diaries concerned, which shall be returned to them, after disposal of the reward cases in the Central Police Office.

∴ **801.** Reward rolls will receive immediate attention of the Dy-Inspector-General or the Inspector-General, as the case may be and their orders sanctioning rewards shall be promptly entered in the recipients' service rolls under distinct entries.*

802. A leave is earned by time spent actually on duty. No leave can be claimed as a right; the authority empowered to grant it may refuse or revoke it in the interests of public service or in accordance with any duly authorised disciplinary rule, such as existence of a black mark etc. When, however, a medical certificate is submitted in support of the leave application, the leave asked for will ordinarily be granted irrespective of the said rules

803. Ordinarily all applications for leave will be promptly entertained and favourably considered except in very rare cases of pressing necessity, when the officer concerned cannot be spared without serious detriment to the work, on which he happens to be employed at the time. Fullest discretion may, however, be exercised by the sanctioning authority in regulating the times at which leave may be given and in exercising such discretion, the advantage of the State, the interest of Police work, and the convenience of the Officer concerned will be taken into consideration.

804. The following kinds of leave are permissible to Police officers serving the State:—

- (i) privilege leave,
- (ii) sick or hospital leave,
- (iii) leave without pay and allowances,
- (iv) casual leave.

*For sanctioning authority, please refer to the schedule of powers appended at the end

805. The amount of privilege leave earned is one-eleventh of the time actually spent on duty without interruption and the total accumulation of privilege leave shall not in any case, exceed six months.

Privilege leave.

806. An officer applying for privilege leave must declare that he does not intend taking any more privilege leave or resigning the service, within a period of six months from the date of expiration of such leave. In case, a separate declaration has not been filed with the leave application, it shall be implied that the applicant has accepted this condition and he shall not, except with the special sanction of the council of state obtained in very special cases, be granted further privilege leave till six clear months have elapsed after his return to duty.

807. During a period spent on privilege leave, the incumbent shall be allowed a leave allowance equivalent to his substantive pay.

808. Sick leave may be granted up to a limit of three months at one time, but not more than one year in all. For a period of absence on such leave, half average pay shall be allowed to the incumbent, unless privilege leave is also due, in which case, full pay will be admissible for the portion so due; the rest of the period being paid at half rate as prescribed for sick leave.

Sick leave

809. A sick leave may be combined with privilege leave up to a maximum period of three months of that leave, subject to the general rule, that the aggregate period of absence shall not, in any case, exceed six months at one time.

810. Hospital leave may be granted in lieu of sick leave only to lower subordinates who may, while sick in Police hospital or while receiving medical aid as out-door patients at the said hospital at head-quarters or at a state rural dispensary in the mufassil, be allowed, at the discretion of the sanctioning authority, leave of absence from

Hospital leave

duty, subject to the rules governing sick leave. Such leave shall not be counted towards the aggregate of one year, fixed for sick leave.

811. Hospital leave may be taken at a stretch or by instalments and may be followed by or taken in continuation of any other leave, permissible under state rules.

812. While on hospital leave, an officer will be entitled to free medical attendance; the cost of medicines and his diet being borne by the State, provided that his illness has been certified not to have been caused by irregular or intemperate habits.

813. All periods spent in state hospitals and dispensaries whether as indoor or outdoor patients, shall be entered as *hospital leave* in the leave statement of the officer concerned, as soon as he is discharged fit for duty.

814. A leave without pay is usually taken when no other kind of leave is due. There is no limit to the length and frequency of such leave, subject to the general principle, that no kind of leave single or combined, shall exceed one year at one time. If a leave extends beyond one year, the officer concerned shall be automatically considered out of employment, from the date on which the year of his absence expires.

815. Casual leave is a leave of informal nature meant for attending to urgent affairs coming up unexpectedly in an officer's private or social life. Ordinarily this kind of leave shall be limited to 10 days at one time but for urgent special reasons, more may be granted up to a limit of 15 days, which is the maximum allowed in one calendar year. Whilst on casual leave, the officer concerned shall draw full pay and allowances and shall be treated as if on duty, for all purposes of internal discipline of the force.

816. Every officer or clerk proceeding on leave shall leave with his Superintendent or the Officer-in-charge Central Police Office, as the case may be,

the address to which communications should be sent to him, in the event of it being found necessary to recall him from leave or to refer to him for any official purpose.

817. In case, a Police officer is recalled from leave to give evidence, the time spent by him on his journey to and back from court will be counted as a part of leave. If, therefore, an officer applies for leave and his evidence is expected to come up during the period applied for and he will have a long journey to reach the court, the sanctioning authority will consider, whether the commencement of leave should not be postponed till the applicant has given his evidence.

818. With the exception of an indispensable sick or **Ban on leave.** hospital leave or a casual leave of short duration to attend to very urgent private affairs, no leave shall be granted to probationers and recruits, until they have passed the prescribed examinations and have been confirmed in their respective appointments.

819. Except in special cases of urgency, more than one-tenth of the number of Police officers attached to an out-station Office, Police station, Post or Guard, shall not be allowed to proceed on leave at one time.

820. Lower subordinates shall not take with them on leave except in case of casual or hospital leave, any state property including articles of uniform, equipment, accoutrements, arms etc.

821. No officer while on leave shall take service under any other employer, nor shall he engage himself in any trade or business without obtaining permission in advance of the Inspector-General in case of enrolled Police officers, and of the Council of State in case of gazetted officers of Police.

822. Police officers obtaining leave shall obey the orders of the appointing authority in the same manner as they would, if not on leave. If recalled, they must respond to the call

within seven days of the receipt of order, unless otherwise directed.

823. A Police officer against whom criminal or departmental proceedings have been instituted or are in contemplation and a Police officer who is under suspension or a black mark or who is under orders of transfer, shall not ordinarily be granted any leave, except a sick or hospital leave or a very urgent casual leave of a very short duration granted for purposes of attending to really urgent affairs.

824. All enrolled Police officers shall report departures on and arrivals from leave, in daily diaries under distinct reports and in case of arrival reports, it shall be clearly noted, whether the officer has returned within the period allowed to him without having overstayed his leave. Similarly, if an officer has returned before time, the unspent period shall be clearly specified in the daily diary concerned, so as to enable the sanctioning authority to cancel the unavailed portion which shall be duly credited to the leave account of the officer concerned. Gazetted officers shall report their departure on and arrival from leave to the Inspector-General by means of demi-official communications.

825. Applications for leave required by non-gazetted officers shall be made in the prescribed form and the particulars required by such form shall be correctly and fully mentioned, while the gazetted officers requiring leave may apply by demi-official or official correspondence in english, as deemed convenient.

826. With every application which has been received for grant of leave, a statement shall be attached by the orderly officer concerned, giving particulars of all leaves previously obtained by the applicant, in order to ascertain whether the leave applied for is permissible and due; the particulars of punishments, if any awarded to the applicant during the

previous six months shall be added in this statement in order to ascertain whether the applicant is deserving of this privilege.

827. Unless specially ordered otherwise, a leave must begin within 35 days of the date on which it is granted; if time barred, the original application may be entertained for passing orders of renewal, if so decided upon by the sanctioning authority.

828. When a gazetted Police officer grants leave to an enrolled Police officer, he shall grant him a leave certificate which will be borne by the incumbent during pendency of such leave.

Leave certificate.

LIABILITIES

829. Every Police officer shall be subordinate to the authorities appointed under law and departmental regulations.

Responsibilities.

830. Every Police officer shall obey the orders of his superior officers who are senior to him in rank, grade or one or more places in the same grade and of magistrates with first class, or higher powers, when their orders have been conveyed to him, through his own superior officers. He shall not be entitled to question the propriety of an order given or issued to him by a competent authority; but may, if he finds it erroneous, irregular or unlawful, respectfully bring the fact to the notice of the officer giving or communicating such order, without, however, allowing the order itself to suffer any delay on this account in the matter of its compliance.

831. Every head-constable and constable shall salute all Police officers of and above the rank of sub-Inspectors.

832. Every sub-Inspector in uniform shall salute all Inspectors in uniform.

833. Every sub-Inspector and Inspector shall salute all gazetted officers of Police, officers commanding the various Military corps when in uniform, the members of the Council of State and

*For sanctioning authority, please refer to the 'schedule of powers,' given in the appendix.

His Highness, the Maharaja Sahib Bahadur.

834. Every gazetted officer of Police in uniform shall salute his senior Police officers in uniform, the members of the Council and His Highness the Maharaja Sahib Bahadur..

835. Every Police officer on point or street-lining duty shall come to attention, when His Highness or a member of the Council of State or a gazetted officer of Police in uniform happens to pass him. He shall not, however, salute while on such duty, as this may interfere with his concentration on the important duty of regulating traffic and a serious accident may be the result.

836. Every Police officer shall be liable to perform the duties assigned to him by law, departmental orders and the rules framed under section. 9 J. P. A. (12 I. P. A).

837. Every Police officer found remiss or negligent in performance of duty or found guilty on a charge of misconduct displayed during the discharge of duty, shall be amenable to the penalties mentioned in rule 865.

838. Every Police officer shall be liable to :—

- (a) obey and execute all orders and warrants lawfully issued to him by any competent authority,
- (b) collect and communicate intelligence affecting public peace,
- (c) prevent the commission of offences and public nuisances,
- (d) detect and bring offenders to justice,
- (e) apprehend all persons whom he is empowered to apprehend and for whose apprehension, sufficient grounds exist.

839. Every Police officer on road duty shall be liable to keep order on public roads and in public streets, thoroughfares, ghats, landing places and other places of public resort ; and to prevent obstruction being caused to lawful assemblies and processions on such roads, streets, thoroughfares or in the neighbourhood of worshipping places.

840. Every Police officer shall, while engaged in the discharge of his duty, keep his temper thoroughly under control and shall act with courtesy on all occasions.

841. Every Police officer shall act with calmness in enforcing authority and when compelled to use force for maintaining law and order, he shall not use more force than is actually necessary.

842. Every Police officer shall act with calmness in putting up his defence and shall remain respectful in answering questions put by a superior officer.

843. Every non-gazetted officer shall address his superior officers in all official correspondence; with the word *sahib* and if such superior officer belongs to gazetted ranks, with the word *sahib bahadur*. *Kaifiyats* shall not be allowed to pass from gazetted officers to non-gazetted officers and *vice-versa*; these are meant solely to pass between superior officers of almost equal ranks and may pass between two gazetted officers of the State; among non-gazetted officers, the Inspectors of Police may correspond by *kaifiyats* with officers holding equivalent ranks in other departments of the State, but in all communications addressed to the gazetted officers, all non-gazetted officers shall submit respectfully worded reports, starting with the word *janabali*.

844. Every Police officer shall be considered as always on duty except when sick and shall be liable to do duty as a Police officer at any hour of the day or night and at any place within the State territory, whenever and wherever called upon to do so by a superior Police officer, *vide* sec. 16 J. P. A (22 I. P. A).

845. A lower subordinate shall not interview a gazetted Police officer except with the permission of his immediate superior. He shall not make a written representation or a written request to a gazetted officer direct, unless his immediate officer has refused to forward it, in

Disabilities.

which case he will be entitled only to forward a copy of his representation to the higher authority while the original application shall in every case be submitted through the medium of the immediate officers *

846. A Police officer shall not record comments on the remarks made by a superior officer ; if a Police officer considers that an erroneous view has been taken of his conduct or of any matter effecting his administration, he may refer the question in a temperate and respectful manner.

847. A Police officer shall not prefer complaints against his superior officers which he cannot substantiate or prove.

848. A Police officer, except for the purposes of an official journey or tour, shall not order for private supplies through his subordinates or through persons who are subject to his authority.

849. A Police officer on tour, if he fails to pay for private supplies or pays an inadequate price for such supplies or uses his influence to procure them, shall at once render himself liable to punishment, besides being made to pay up the full dues.

850. A Police officer shall not either directly or indirectly, lend money on interest to any other Police officer or any other person within the division in which such Police officer may be serving at the time, nor to any agent, dependent, relation or surety of such Police officer or person.

851. A Police officer shall not borrow money from or become indebted directly or indirectly to any other Police officer or to any other person subject to his authority, nor to any agent, dependent, relation or surety of such Police officer or person, provided that this rule shall not apply to ordinary shop debts

852. A Police officer is forbidden under pain of dismissal, from taking heavy loans from or placing himself under pecuniary obligation to persons and Police officers subject to his official

*Upper subordinates shall not place improper obstacles in the way of lower subordinates, who wish to prefer reasonable requests to gazetted officers.

authority or influence, or persons residing, possessing property or carrying on business, within the local limits of his charge.

853. A Police officer heavily in debt, without any definite prospect of repayment, shall be liable to summary dismissal.

854. A Police officer shall not accept presents and *dulies* of any description whatever from his subordinates nor from persons subject to his official authority, without the previous permission of the Inspector-General and in case of gazetted officers, without the special sanction of the Council of State.

855. A Police officer shall not receive complimentary or valedictory addresses in any form nor accept testimonials of any kind or attend complimentary entertainments of a formal and public character held in his honour, except with the previous permission of the Inspector-General and in case of gazetted officers, with the special sanction obtained in advance of the Council of State.

856. A Police officer who acquires land or other immoveable property, either in his own name or in the name of one of his dependents, any time after having entered the Police service, shall be liable to report to his appointing authority, through the medium of his immediate officer, full particulars regarding such property; giving details of the value thereof and of the means with which it has been met.

857. A Police officer whether on duty or on leave, shall not engage himself in any employment, trade or office other than his lawful duties defined in the Police Act, unless expressly permitted to do so by the appointing authority; any Police officer found so engaged without a proper permission, shall be liable to punishment under sec. 168 I. P. C. or 23 J. P. A. (29 I. P. A.) or under departmental rules, as the circumstances of the case may require.

858. A Police officer shall not edit a newspaper without the previous sanction of the Council of State.

859. A Police officer shall not become an accredited correspondent of any newspaper, without the previous sanction of the Council of State.

860. A Police officer shall not take part in or subscribe in aid of any political or communal movement; nor shall he, in his private capacity, attend any political or communal meeting.

861. A Police officer shall not act as an arbitrator in any case, without the previous sanction of the appointing authority; a permission to arbitrate will ordinarily be refused in a case which is likely to come up before such officer in any shape or form, by virtue of his executive office. If he is permitted to act as an arbitrator in any particular case, he shall not be allowed to accept any fees.

862. A Police officer concerned in a case affecting his official character, wishing to engage an advocate or pleader, shall first obtain the sanction of the Inspector-General in writing, who will determine whether the case is one in which such permission should be granted and whether in that case, the State should bear the expenses or a part thereof.

863. A Police officer shall not apply for his own promotion or transfer. Medical certificates recommending transfers on the grounds of ill-health or unsuitability of climate shall not be entertained unless received in reply to official references.

864. An enrolled Police officer intending to resign, shall give notice to that effect in writing and shall not be permitted to withdraw himself from duty, until two clear months have elapsed from the date on which he tendered the resignation; provided that the appointing authority may, at his discretion, allow him to credit to the State, two months' pay in lieu of such notice.

865. An enrolled Police officer found remiss or negligent in his duty or found guilty on a charge of misconduct, misbehaviour or culpable negligence, shall ordinarily be amenable to one or more of the following

Penalties.

punishments, provided that he has had a full opportunity of explaining his conduct in regard to such misconduct or negligence, as the case may be :—

- | | | |
|---|---|-----------------------|
| (i) prosecution, | } | Major
punishments. |
| (ii) dismissal, | | |
| (iii) reduction, | | |
| (iv) stoppage of promotion, | | |
| (v) forfeiture of good conduct stripes, | | |
| (vi) black mark, | | |
| (vii) censure, | } | Minor
punishments. |
| (viii) fine, | | |
| (ix) forfeiture of pay or allowance, | | |
| (x) confinement to quarter guard, | | |
| (xi) punishment drill, | | |
| (xii) fatigue duty, | | |
| (xiii) standing guard duty, | | |
| (xiv) warning. | | |

866. The term “major punishment” as employed in this chapter shall be held to mean any authorised punishment mentioned at nos. 1 to 6 above in which a regular departmental enquiry has preceded the award of punishment. Those mentioned at nos. 7 to 14 shall be deemed to be “minor punishments” which may be awarded with or without a formal enquiry preceding the awards.

867. All major punishments shall be entered in the service rolls of the defaulters concerned. Among other punishments, those mentioned at nos. 7, 8, 9 and 10, though not major, shall also be recorded in the service rolls. Punishments mentioned at nos. 11 to 14 shall not form part of any record but in the case of lower subordinates, such punishments shall be recorded in the defaulter’s book maintained in the office of each Superintendent. The records connected with awards of punishments and the papers and files of enquiries regarding such cases, shall be filed

with fouji misals of the officers concerned.

868. Prosecutions may be classed under the following three heads :—

Prosecution.

- (i) prosecution on private complaints in private cases,
- (ii) prosecution on private complaints, for acts done in official capacity as a Police officer,
- (iii) prosecution on complaints preferred by the State, for acts done in official capacity as a Police officer.

869. Cases falling under head (i) shall be allowed to take their normal course, in accordance with the usual criminal procedure, without any interference from the department. The officer concerned may, however, be granted any leave due to him, which he applies for

870. Cases falling under head (ii), when Police officers of and above the rank of head-constable 2nd grade are concerned, shall, in the first instance, be referred by court to the department and shall not be proceeded with, unless the Inspector-General has agreed to the institution of criminal proceedings.

871. In a case which indicates commission by a Police officer of a penal offence in connection with his official relations with the public and the complainant brings forward a criminal suit in a court of law, the Inspector-General will ordinarily direct a preliminary investigation being made into the alleged offence by an officer not below the rank of Inspector. If this investigation establishes a *prima facie* case, a criminal prosecution will of course follow, but if no case is made out by the departmental enquiry so conducted, the Inspector-General may, at his discretion, refuse to hand up the Police officer concerned for judicial trial, which is his legal prerogative under sec. 188 J. O. P. O. (197 C. P. O.).

872. During the course of a trial under (ii), the Police officer concerned if he is not placed under suspension, will ordinarily be

granted leave of absence, for purposes of conducting his defence. If suspended, he shall be afforded every reasonable facility with a view to enabling him to freely interview his witnesses, his counsels, or agents if any and to peruse the records connected with the case, allowing copies where necessary.

873. If, at the end of a trial under this head, a Police officer is convicted of a penal offence defined in Chapter XII or XVII of the Penal Code, or under one or more of the other scheduled sections of penal law, to rigorous imprisonment exceeding one month in severity, he shall ordinarily be dismissed from the force. In other cases he may, at the discretion of the Inspector-General, be dealt with departmentally and reinstated to his office with or without a departmental punishment.

874. Cases falling under head (iii) are more frequently constituted of the following penal offences:—

Secs. 22 and 23 J. P. A. (28 and 29 I. P. A.) and secs. 105, 108, 119, 120, 151, 158, 208, 214, 319, 320, 337, 373, 377, 378, 398, 450, 451, and 463, J. P. C. (116, 119, 128, 129, 161, 169, 217, 223, 330, 331, 348, 384, 388, 389, 409, 465, 466 and 477-(a) I. P. C.).

875. For institution of criminal proceedings under this head against head-constables of 2nd grade and higher officers of Police, the procedure prescribed above under head (ii) shall ordinarily be followed, but a regular departmental enquiry must always precede a judicial trial under this head and on no account shall a Police officer of whatever rank be handed up to a court of law for prosecution under head (iii), unless and until a full opportunity has been afforded to such Police officer for explaining his conduct during the course of a regular departmental enquiry, held prior to his trial in court.

876. In cases falling under this head, the department shall conduct the prosecution case, just as they would do in a case cognizable by Police.

877. When a Police officer has been tried and honourably acquitted on a criminal charge, he shall not be punished departmentally on the same charge or on a charge based on evidence which has been rejected by a criminal court; nor shall he, except in the circumstances described below, be convicted departmentally solely on evidence which was a part of the prosecution case in support of such criminal charge, even though such evidence was for any reason not tendered in court. In such cases, the Police officer acquitted by court shall be reinstated and the orders passed in respect of the period spent by him under suspension, shall be for an "honourable acquittal".

878. When a criminal charge brought against a Police officer has failed solely for technical reasons; or when the magistrate trying the case notes the facts as suspicious but gives the accused, the benefit of doubt; or records his opinion that witnesses for the prosecution have resiled through the exercise of influence upon them; or when, though an acquittal is ordered on the main charge, facts are brought to light in the course of the trial which justify a separate departmental charge, the judicial acquittal shall not in itself be a bar to departmental action nor shall it ordinarily be considered to be an "honourable acquittal." In such cases, the department may take such departmental action, as appears warranted.

879. The punishment of dismissal shall be awarded only for the gravest acts of misconduct, or as the accumulative effect of continued misconduct proving incorrigibility and complete unfitness for Police service. In making such an award, full regard shall be paid to the length of service and the claim to pension.

880. An enrolled Police officer sentenced judicially to rigorous imprisonment exceeding one month or to any other punishment not less severe shall, if such sentence is not

quashed on appeal or revision, be ordinarily dismissed.

Final departmental orders in such cases shall be deferred, until the appeal or revisionary proceedings have terminated, or until the period allowed for filing appeals has elapsed without appellate or revisionary proceedings being instituted.

881. An enrolled Police officer sentenced by a criminal court to a punishment of fine or simple imprisonment or both, or to rigorous imprisonment not exceeding one month, may be dismissed or otherwise dealt with, according as the officer empowered to dismiss him decides.

882. A Police officer may be reduced to a lower rank or, if he belongs to a graded rank, to a lower position in the seniority of his grade or to a lower grade in his rank. The reduction may be temporary or permanent, according as the punishing authority directs.

883. An upper subordinate will not ordinarily be reduced to the rank of head-constable, unless he has been promoted from that rank and is believed to be capable of performing the duties of a head-constable. If he is absolutely unfitted for his position or for that of a head-constable, he shall be dismissed rather than being reduced in rank.

884. A head-constable reduced to the rank of a constable shall, be assigned unless otherwise ordered, a position in the gradation list of constables, according to the length of his approved service.

885. Stoppage of promotion may be ordered for a period not exceeding two years at one time. This punishment will ordinarily be inflicted in case of officers who are found degenerating in morals or efficiency and it is considered desirable to give them a further chance of making up, before they are broken; or in case of officers who have deserved reduction, but by reason of holding low positions in rank or grade, such an award is impracticable and it is deemed desirable

that they should be tried further in their existing positions, before being actually reduced or dismissed, *e. g.*, a directly recruited sub-Inspector or an officer holding lowest position in the seniority of his grade and rank.

886. The punishment of forfeiture of good conduct stripe or stripes may be awarded in addition to or in lieu of any other punishment inflicted on a constable or a sowar for the same offence; ordinarily this punishment will be awarded for offences which, if committed by officers of the rank of head constables and above, would render the defaulters liable to reduction.

Forfeiture of good conduct stripes.

887. A censure recorded in a service roll, as a result of regular departmental proceedings, by an officer empowered to record censures, shall count as one black mark.

Black Mark.

888. A subsequent commendatory entry in a service roll, made or approved by the Dy-Inspector-General or the Inspector-General, as the case may be, or an un-interrupted good conduct for a period of six months spent on duty after the date of the award of last black mark, shall cancel one black mark. It shall, however, be discretionary with the officer awarding the commendatory entry, to declare whether such entry shall cancel an outstanding black mark; certificates issued simultaneously to a large number of Police officers, in recognition of extra duties performed at big festivals and state functions, shall not, in the absence of a specific order to the contrary, cancel outstanding black marks.

889. The existence of one or more uncanceled black marks shall, unless otherwise ordered, bar all leave other than sick or hospital leave or a most urgent casual leave, for a period of six months from the date of the award of the last black mark.

890. The existence of three uncanceled black marks shall ordinarily render the recipient liable to reduction, unless any special extenuating circumstances are forthcoming. Such punish-

ment shall cancel all existing black marks, in so far as they effect the right of leave.

891. When the total number of black marks awarded exceeds six, after deducting one for each commendatory entry which has been permitted to count for the purposes of cancelling black marks, the Police officer concerned shall be called upon to show cause, why he should not be dismissed on the ground of his persistent misconduct. If the defaulter fails to refer to any extenuating circumstances, he shall ordinarily be dismissed without any separate departmental trial preceding.

892. Every order of punishment awarding a black mark shall specify the number of black marks outstanding against the defaulter, including the black mark under award and when the imposition of another black mark would render him liable to reduction or dismissal under these rules, the order shall warn him that such is the fact.

893. A censure may be recorded, with or without a departmental enquiry preceding in cases of trivial nature which do not call for major punishments. As regular departmental enquiries do not generally precede such awards, the entry awarding a censure must show precisely the main particulars of the case and the facts and deductions from facts, which constitute the charge.

894. All censures shall be recorded as minor punishments and shall be supported by formal orders, entered in the order book.

895. A fine may be imposed on a clerk or an enrolled Police officer for indifferent and bad work, inefficient discharge of duty, slackness, absence or other acts of grave indifference.

Not more than one month's pay shall be fined at one time or for one offence, nor shall the punishment of fine be inflicted more than twice in the same year and on the same officer

896. Fines should be imposed in very rare cases and as far

as possible should be avoided, if other punishments can meet the requirements of the case under enquiry; greatest care shall be exercised in inflicting punishment of fine on low-paid constables, whose faults should, as far as possible, be punished with penalties giving physical work, rather than touching their pockets.

897. According to State rules, forfeiture of pay must follow,

Forfeiture of pay. if an officer has remained absent from duty without obtaining leave. Rule 15 of the Jaipur

State leave rules leaves no option with any authority whatever to condone "forfeiture of pay" in proved cases of "absence without permission". Accordingly every officer, against whom a charge of "absence without leave" has been established, shall compulsorily forfeit his pay for the period of absence, in addition to any other punishment which may also be inflicted for such absence.

898. The punishment of "confinement" may be inflicted on

Confinement to quarter guard a constable only and for a serious breach of discipline or an act of grave misconduct or pending the result of an enquiry which is being conducted on a serious charge of misconduct.

899. This punishment will ordinarily be served in a lock-up attached to the Police lines. The defaulter, while serving this sentence, shall also be made to perform punishment drill or an authorised fatigue duty, during the morning and evening hours every day. Except for this purpose, he shall not be allowed ordinarily to leave the lock-up during the period of his confinement, save under escort of one or more constables in uniform for the purpose of answering a call of nature or a similar pressing purpose or under medical advice or in compliance with an order, general or specific, issued by a gazetted officer of Police having jurisdiction.

900. The award of "punishment drill" will ordinarily be

Punishment drill. passed in case of constables only, when they have been found negligent or slack in the discharge

of their outdoor duty and require being smartened up, in order to prove fit for active work.

901. Punishment drill shall consist of ordinary Police drill with a musket and rolled great coat, for not more than six or less than four hours in any one day, with an interval of at least 30 minutes between each hour and only such days will be counted towards the execution of this punishment, on which the penalised drill or a fatigue duty in lieu thereof, has been actually carried out.

902. An officer awarding punishment drill may direct that the constable so punished shall not leave the Lines except on duty, during the days on which such punishment is being carried out

903. Punishment of "fatigue duty" may be awarded to constables only, in lieu of punishment drill or as a distinct award for bad, slow, slack or indifferent work. The timings and durations of fatigue duties shall be regulated according to the rules laid down for serving punishments of penalised drill

904. The punishment of "standing guard duty" may be awarded in case of lower subordinates only, as a penalty for bad or slow work, untidy or clumsy turn-out of uniform or slack, indifferent and negligent discharge of duty.

905. A guard duty assigned by way of punishment may extend to a period not exceeding one year at one time, nor more than six months for any one offence

906. A verbal warning may be given to enrolled Police officers in less serious cases of negligence and slackness, when the neglect is not deliberate or culpable, nor very gross or serious in nature or in consequences. The punishment in such cases would end as soon as the defaulter has been told off; no record being kept for

future references. It may be noted, however, that letting off, with only a verbal warning on proved charges of negligence or slackness is a rare privilege, which cannot be extended more than once in the same year.

907. If a prisoner escapes or is rescued from Police custody, the enrolled Police officer immediately responsible shall be forthwith suspended from duty, and a searching departmental enquiry at once started by or under the orders of the Inspector-General.

Punishment for escapes.

908. The object of this enquiry shall be elucidation of all the circumstances connected with the escape or rescue and the determination of the issues, whether the escape or rescue could have been prevented by exercise of such vigilance and courage on the part of the enrolled Police officer immediately responsible, as might reasonably have been expected; and whether it was rendered possible or facilitated by any neglect or omission of duty on the part of any Police officer.

909. In order to guard against any laxity in enforcing the responsibility for escapes, the Dy-Inspector-General and the Superintendents may freely exercise their powers of suspension in respect of Police officers who appear to be responsible for escapes and rescues, but the final orders in such cases shall always be passed by the Inspector-General himself.

910. If an enquiry, which has been held in a case of escape or rescue, establishes a culpable negligence or connivance, thereby creating a presumption that an offence under sec. 212, 213, 214, 216, 217 or 218 J. P. C. (221, 222, 223, 225, 225-(a) or 225-(b) I. P. C.) has been committed, the Police officer concerned shall be prosecuted criminally, unless the Inspector-General should decide, for reasons to be recorded, that the case may be dealt with departmentally. In either case, dismissal shall ordinarily follow a judicial or departmental conviction.

911. If an enquiry held in a case of escape or rescue,

establishes a case of negligence or misconduct of a minor degree not amounting to a penal offence, the case shall be dealt with departmentally and in such circumstances, the punishment need not necessarily be dismissal.

912. On the conclusion of an enquiry held under this head, if the Inspector-General finds that no misconduct attaches to the Police officer or officers suspended, orders of honourable acquittal will be passed.

913. When a Police officer is found absent, a report shall be recorded in red ink in the daily diary, concerned and a vigorous search started forthwith, to trace the absentee Police officer.

**Punishment for
desertion.**

914. If no clue is found within a period of 15 days, the absentee shall be classed as a Police deserter and a report submitted to the Superintendent concerned for registration of his name as such. The name of the deserter shall at the same time be entered in part 2 of the Police station register of deserters.

915. If another fortnight has passed without any clue being found of the deserter, a report shall be sent up to court for institution of criminal proceedings under sec 398 J. C P C. (512 C. P C.), on a charge defined in sec. 23 J. P. A. (29 I P. A.) and until the court proceedings have terminated, the name of the deserter shall not be removed from the Police long roll.

916. On the conclusion of proceedings under secs. 398, 77 and 78 J C P. C (512, 87 and 88 C. P. C.), if the deserter still remains untraced, and the court gives the award of desertion, formal orders of dismissal shall be passed by the officer empowered to dismiss him.

917. If a deserter returns to duty any time after the commencement of criminal proceedings under sec. 398 J. C. P. C. (512 C. P. C.), he shall be immediately made over to court, as no option can be exercised by the department at this advanced stage of the case.

918. If a deserter appears in time to avoid operations of secs. 77 and 78 J. C. P. C. (87 and 88 C. P. C.), although proceedings under sec. 398 J. C. P. C. (512 C. P. C.) have been started, further action may be suspended in departmental proceedings pending result of the trial.

919. On the termination of such trial, if a deserter is honourably acquitted of the charge of desertion, he will ordinarily be reinstated.

920. If the award of honourable acquittal is given by court any time after dismissal orders have been passed by the department, he may file an appeal on the strength of such award and conduct his case for appeal before the appellate authority of Police, as an acquittal ordered by court, whether honourable, would not by itself entitle the acquitted officer to reinstatement in his department, without regular and proper orders of reinstatement being passed by the head of the department.

921. The limitation period of one month fixed for filing of appeals shall in such cases commence from the date of the court's judgment instead of from the date of the order of dismissal and the time spent in obtaining copies of court's judgment shall be treated as if spent in obtaining copies of departmental orders for purposes of rule 975 of this chapter and as such shall not affect the limitation of period fixed in that rule. The time spent in obtaining copies of departmental orders which have been passed simultaneously with or any time after the announcement of court's decision, shall still be allowed and shall in either case, be excluded from the limitation period.

922. Magistrates are expected to exercise due care in making adverse comments during the course of writing judgments, on the conduct of Police officers, and it has been held, that they should avoid passing open remarks in judgments of criminal cases (confidential, demi-official and semi-official notes excepted), censuring the action of Police officers,

unless such remarks are inevitable by reason of being strictly relevant to any fact in issue in the case under trial and until the officer concerned has had a reasonable opportunity and a fair chance of explaining his conduct.

923. If any remarks, to which exception can be taken in the spirit of the preceding rule, have been passed by any subordinate Magistrate or a sessions Judge, the matter shall be forthwith referred to the chief Justice through the proper channel and a request made for the withdrawal of such remarks, at least so far as open judgments are concerned.

924. In cases, however, where strictures have been rightly made on the conduct of Police whether in the body of a judgment or by means of a separate note, the Magistrate passing such remarks will forward his note or a copy of the judgment concerned to the Inspector-General of Police. When such strictures are passed by a subordinate court or a court of sessions, the Inspector-General will invariably refer the matter to the chief Justice for orders whether an enquiry is desired, as without an open enquiry held in the presence of the officer concerned, such strictures cannot be allowed to affect a Police officer's career.

925. If the chief Justice records his opinion that a special enquiry is necessary, the Inspector-General will depute a gazetted officer of Police to hold a departmental enquiry, the file whereof shall, when completed, be submitted to the chief Justice.

926. On receipt of the departmental file, if the chief Justice decides that open judicial proceedings are likely to be undesirable or infructuous, he may refer the case back to the Inspector-General for departmental treatment and thereupon the rules prescribed in this chapter for award of departmental punishments will apply.

927. If, however, the chief Justice directs a judicial enquiry, the law will be allowed to take its course and the rules framed under head "Prosecution" will apply.

928. A Police officer above the rank of head constable may suspend pending trial, enquiry or investigation, any enrolled Police officer junior to him in rank, who is guilty or is reasonably suspected of being guilty of gross and serious misconduct.

929. A Police officer charged with a criminal offence will ordinarily be placed under suspension from the date on which he is sent for trial, if he has not been already suspended during the course of the departmental enquiry or preliminary investigation, which has preceded such trial. Under such circumstances, he shall remain under suspension till the case against him is finally decided, when his release from suspension will be decided in the light of the judicial finding.

930. A Police officer who has been arrested by order of a civil court in execution of a decree or otherwise, shall be considered as under suspension from the date of arrest, till his release from custody is ordered by a competent court.

931. A Police officer, whose conduct is under enquiry or against whom a departmental action is in contemplation, may be placed under suspension, if it appears likely that a charge may be framed which, if proved, would render him liable to reduction, dismissal or prosecution; or when the nature of the accusations against him is such that his remaining on duty is believed to be prejudicial to public interests or to the interests of the investigation which is being made into those accusations.*

932. A period spent in jail followed by reinstatement; or when an appeal has been admitted, the interval between the date of dismissal and the date of reinstatement, shall be treated as "under suspension", unless otherwise ordered

*Unnecessary suspensions should as far as possible be avoided, as they increase the number of non-effectives and involve unnecessary humiliation on the one side and waste of a working hand on the other

933. An officer may be released from suspension by a gazetted officer who is empowered to dismiss or reduce him.

934. A Police officer shall not, by reason of being suspended from office, cease to be a Police officer; during the term of such suspension the powers, functions and privileges vested in him as a Police officer shall of course lie in abeyance but he shall remain subject to the same responsibilities, discipline and penalties and to the same authorities, as he would if he had not been suspended.

935. A Police officer under suspension will ordinarily be transferred to the reserve Lines, Jaipur, if not already posted there. In case of a lower subordinate working in the *muffassil*, he may instead be transferred to the district Lines concerned.

936. An officer under suspension shall attend all roll-calls and shall be required to perform such duties and to attend such parades, as the Superintendent concerned may direct; provided that he shall not be required to perform guard duty or a duty which entails the exercise of the powers or functions of a Police officer or involves the exercise of responsibility and shall not in any case, be issued with arms and ammunition.

937. A Police officer under suspension shall when off-duty, be confined within the limits of the Police lines concerned, but may be allowed reasonable facilities for preparation of his defence in the case in which he stands involved.

938. A Police officer under suspension will ordinarily be granted a subsistence allowance. If, as a result of the departmental enquiry or judicial trial held against him, he is punished or sentenced, his subsistence grant for the time spent under suspension shall not in any case, exceed one fourth of his substantive pay. If he is acquitted under doubtful circumstances, the assessment of the subsistence allowance will be made in the light of the circumstances ascertained through the enquiry or trial, as the case may be; and if granted an honourable acquittal, he will ordinarily be entitled to his full pay and allowances for

the period spent under suspension.

939. A suspension order, which is passed at the outset before the result of enquiry or trial is known, cannot allow a rate more than $\frac{1}{4}$ th of the pay of the officer suspended, subject to enhancement if necessary, at the end of the enquiry or trial, as the case may be.

940. In all departmental cases in which the alleged offence seems serious enough to merit a major punishment, a record of enquiry shall be kept which shall contain:—

Departmental files.

- (a) preliminary papers,
- (b) notice,
- (c) statement of accused officer,
- (d) charge,
- (e) evidence supporting the charge,
- (f) defence of accused officer,
- (g) list of defence witnesses,
- (h) statements of defence witnesses,
- (i) answer to charge,
- (j) finding,
- (k) order.

941. In all cases against upper subordinates, the record shall as far as possible, be prepared in english throughout. In cases against lower subordinates, evidence may be recorded in vernacular, but the statement of the accused officer, the finding, and the final order shall always be in english. The record shall be paged like an ordinary file, an index being attached to the first page.

942. The record, together with any orders passed in revision or appeal shall, after the necessary entry has been made in the service roll, be filed with the personal file (known as *fouji misal*) of the officer concerned

943. Where a departmental file concerns more than one

officer, attested copies of the final order shall be attached to the *fouji misals* of all other officers concerned, while the original order shall always form part of the *fouji misal* of the principal defaulter or of the senior most officer among the defaulters.

944. Each record shall bear the annual serial number of the entry in the punishment register relating to the case, and a reference to this number shall be made in the remarks column of the long roll.

945. The following procedure shall be followed in conducting departmental enquiries:—
Departmental enquiry.

A Police officer accused of misconduct shall be brought before the officer empowered to punish him, or such superior officer whom the gazetted officer-in-charge may depute to conduct the enquiry. Such enquiring officer shall record and read out to the accused officer, a statement summarising the alleged misconduct, giving full notice thereby, of the circumstances in regard to which evidence is proposed to be recorded.

946. At this stage, if the accused Police officer admits the misconduct alleged against him, the officer conducting the enquiry may proceed forthwith to record a final order or, if it is outside his power to give an award, may forthwith draw up a finding and submit the same to the superior officer empowered to decide the case.

947. When, however, the allegations are such, as can form the basis of a criminal charge, the matter shall be referred through the Superintendent concerned to the Inspector-General, who will decide at this stage, or any time before a charge is framed, whether the accused shall be tried judicially or departmentally and whether in the former case, the departmental enquiry in hand shall be completed, before the accused Police officer is handed over to court.

948. If the accused Police officer does not admit the alleged

Prosecution evidence. misconduct, the officer conducting the enquiry shall proceed to record such evidence, oral and documentary, in proof of the accusation, as is available and necessary to support the charge. So far as possible, witnesses should be examined direct and in the presence of the accused officer, who will be entitled to cross-examine them.

949. The officer conducting the enquiry will however, be empowered, to bring on record, the statement of any witness whose presence cannot, in the opinion of such officer, be procured without undue delay and expense or inconvenience, provided that the statement in question was recorded and attested by a Police officer superior in rank to the accused officer or by a magistrate and bears the signatures, both of the accused officer and the officer who recorded it.

950. After the evidence in support of allegations has been recorded, the enquiring officer shall:—
Charge.

- (i) where he considers that the allegations are not substantiated, either discharge the accused himself if so empowered, or recommend his discharge to the Inspector-General or other officer who may be so empowered; or
- (ii) if the charge has been substantiated, proceed to frame a formal charge or charges in writing, (which shall be read out to the accused officer) and call upon the accused officer to answer them; a copy of the charge being supplied to him free of cost.

951. Charges need not be framed in relation only to one specific incident or one specific act of misconduct. When reports received or preliminary enquiries made, show that the general behaviour of an officer has been such, as to be unbecoming of his position or that he has failed to reach or maintain a reasonable standard of efficiency, he may be charged accordingly and a finding given on such a charge will be a valid ground for infliction

of any authorised departmental punishment which may be considered suitable in the circumstances of the case.

952. Consequent on the framing of charge or charges, the accused officer shall be required to state his
Defence. own defence, together with the names of the defence witnesses whom he wishes to be summoned; for this purpose he may be given time, in no case exceeding forty-eight hours, to prepare a list of his witnesses, together with a summary of facts to which they will testify.

953. The enquiring officer will be empowered to refuse to summon any witnesses whose evidence he considers irrelevant or unnecessary in regard to the specific charge or charges framed. He shall record statements of those defence witnesses whom he decides to admit, in the presence of the accused Police officer who will be allowed to address questions.

954. The enquiring officer may cause to be recorded by any other Police officer superior in rank to the accused Police officer, the statement of any defence witness whose presence cannot be secured without undue delay or inconvenience and may bring such statement on record.

955. The enquiring Police officer may as well admit in defence and bring on record, a previously recorded statement if the statement maker is not handy or available during these proceedings, provided that the statement was recorded by an officer senior in rank to the accused Police officer or by a magistrate and bears the signatures, both of the accused officer and the officer who recorded it.

956. The accused Police officer may file documentary evidence in support of his defence and may for this purpose, be allowed access to such files and papers, (except of course those which form part of the confidential records of a Police office), as the enquiring officer deems fit.

957. The inspection of records and supply of copies to

accused Police officers, shall be subject to the rules in force in criminal courts for inspection of records, supply of copies and levy of copying fees.

958. On conclusion of the defence evidence or, if the enquiring officer so directs, at any earlier stage following the framing of charge or charges, the accused officer shall be required to state his own answer to the charge. He may be permitted to file a written statement and may be given time, not exceeding forty-eight hours, for its preparation but in either case, he shall be bound to make an oral statement in answer to all questions arising out of the charge, the recorded evidence and his own written statement, which the enquiring officer may deem fit to put to him.

959. The accused officer shall also be bound to answer any other questions which, though irrelevant to the specific charge under enquiry, the enquiring officer may deem it fit to put to him, with a view to elucidating any side fact or facts which has been introduced by the witnesses.

960. A Police officer called upon to answer a charge of misconduct must be given every reasonable opportunity of proving his innocence. Officers conducting departmental enquiries are, however, not bound to follow the provisions of the criminal procedure code or the evidence act. They may admit any evidence which they consider relevant and may exclude evidence which in their opinion is irrelevant to the specific charge under enquiry or which they consider, has been introduced merely to prejudice the enquiry or to cloud the issue.

961. On conclusion of the defence, the enquiring officer shall proceed to pass final orders if empowered to do so; otherwise he shall forward the case with his finding to the officer having the necessary powers.

962. No order of dismissal shall be passed in a case, which has not been conducted in person by the officer empowered to

make such awards, until the accused officer has been produced before such officer and has been given an additional opportunity of making a further oral statement in the direct presence of such superior officer.

963. Nothing in the foregoing paragraphs shall debar a gazetted officer of Police from making or causing to be made a preliminary investigation into the conduct of a suspected officer. Such enquiries are not infrequently necessary, to ascertain the nature and degree of misconduct which is to be formally enquired into.

964. Whenever a definite complaint is made of misconduct on the part of a Police officer, the officer to whom such complaint is made shall, provided he is senior in rank to the officer complained against, immediately record it, together with such statements in support of the complaint, as may be immediately available. The suspected Police officer may or may not be present at such preliminary enquiry, but shall not cross-examine witnesses. This record shall be forwarded without delay through the usual channel to the Inspector-General or other gazetted officer of Police, under whose immediate control the officer complained against may be serving. If such officer is of opinion that the allegations in the record constitute a *prima facie* case for enquiry, he shall proceed in the manner prescribed for conducting departmental enquiries. The file of preliminary investigation if one has been made, shall form part of the formal departmental record as its prefix, and may be used for the purpose of preparing the notice of the alleged misconduct, with which an accused officer is required to be served at the initial stage of departmental proceedings.

965. Discipline must be maintained in relation to the proceedings of departmental enquiries; refusal by an accused officer to plead or answer questions, inordinate delay in producing his defence, insubordinate behaviour before the enquiring officer,

and impertinent questioning from officers who are his superiors in official status, are matters which, apart from being contrary to the general rules of discipline, are highly prejudicial to the requirements of departmental proceedings and as such shall render the defaulter liable to enhanced punishments.

966. The Inspector General and the Dy-Inspector-General may call for the records of awards made by subordinate officers and may confirm, enhance, modify or annul the same or make or cause to be made further investigation before passing final orders.

Review.

967. The Inspector-General and the Dy-Inspector-General may review their own orders within a period of one month from the date on which such orders were passed, provided that reasonable grounds which shall be reduced to writing, are available for re-opening the case; such *revue* orders may be passed although no formal application is received from the officer concerned.

968. If, as a result of the review held by higher authorities of their own accord, it is proposed to enhance an award, [the Inspector-General or the Dy-Inspector-General, as the case may be shall, before passing final orders, call upon the defaulter to show cause why the punishment should not be enhanced

969. Appeals shall lie against orders of dismissal and reduction only. No appeal shall be maintainable against orders of less severe punishments, nor against intermediary orders of suspension etc.

Appeal.

970. There shall be one appeal only from the original orders of the Superintendents of Police, the Dy-Inspector-General or the Inspector-General as the case may be, respectively to the Dy-Inspector-General, the Inspector-General and the Council of State, and the order of the appellate authority shall be final.

971. An officer intending to appeal may apply to the Inspector-General for a copy of the order appealed against or for

a copy of the complete record or any portion thereof.

972. Such application shall bear a court-fee stamp of the value of two annas, unless the applicant is in jail and shall be accompanied by a deposit of the copying fees, chargeable under the scale in force in the criminal courts of the State.

973. A copy of such order or of the record or a portion thereof, according as the appellate authority has decided, shall be given with as little delay as possible and the officer-in-charge of the office concerned shall certify to its correctness, noting thereon, the date on which it is actually delivered to the applicant or his agent.

974. Every appeal shall be in english and shall bear a court fee stamp of eight annas. It shall set forth the grounds of appeal and shall be accompanied by a copy of the order appealed against.

975. An appeal, which is not filed within 30 days of the date on which the original order was served upon the applicant, exclusive of the time spent in obtaining copies, shall be barred by limitation except in cases of desertions the limitation period whereof shall be governed by rule 921. The appellate authority may however, accept an appeal filed out of time, if he finds reasonable grounds for the delay and records the same before proceeding with the appeal.

976. Every order passed in appeal shall contain the reasons therefor and a true and complete copy of such order shall be given free of cost to the appellant.

977. If an award of dismissal is annulled, the officer annulling it shall state, whether the intervening period is to be regarded as "suspension" followed by "reinstatement" or "leave without pay."

978. An officer whose appeal has been rejected, is prohibited from applying for a fresh scrutiny of the evidence. Such officer may, however, apply

Revision.

to the authority next above the prescribed appellate authority, for revision on grounds of material irregularities in the proceedings or on quoting fresh evidence and may submit to the same authority or to the Durbar, a plea for mercy.

979. The revisionary authority may on reasonable grounds, revise an order passed by a lower authority or may order *de novo* departmental proceedings, if he finds that the case for prosecution or defence has been adversely affected by any material irregularities.

980. Resignations of Police officers may be accepted by the
Resignation officers empowered to appoint them.

981. An enrolled Police officer who intends to resign from the Police service shall give notice to that effect in writing and ordinarily shall not be permitted to withdraw himself from duty, until two clear months have elapsed from the date on which his resignation was tendered; provided that the appointing authority may at his discretion, allow a head-constable, lance head-constable or a constable to credit to State, two months pay in lieu of the notice.

982. Ordinarily head-constables, lance head-constables and constables who have agreed to serve for three years, shall not be permitted to resign within that period.

983. Probationary officers and cadets, whose appointments involve training at the Police Training School Jaipur, shall not be permitted to resign, within six years of the dates of their appointment.

984. Discharge on resignation or otherwise shall, unless
Discharge. there are reasons to the contrary, take effect from the afternoon of the last day of the month, in order to simplify accounts and records.

985. A Police officer due for discharge shall be called into divisional head-quarters, at least a week before the date on which he is quitting the service. He shall surrender his certificate of

appointment, arms, equipment, uniform and all other state property in his possession. He shall also render a true account of all state monies and property, for which he may be responsible. The property and monies so surrendered by him, shall be surveyed and his accounts finally settled up before he leaves the force.

986. Every enrolled Police officer on quitting the service, shall be awarded a discharge certificate by the appointing authority which will be signed personally by the officer granting it. For purposes of this certificate, the character shall be declared in the terms:—*exemplary, good, fair, indifference or bad*, according as the outgoing officers record of service shows. An *exemplary* character shall be recorded only in the case of Police officers retiring with not less than six years' approved service free from any major punishment. In the case of officers of longer service, the existence of more than one major punishment for each ten years of completed service, shall be a bar to the award of *exemplary* character.

987. Transfers of Police officers may be ordered from one place to another within the boundaries of State or from one duty to another within the sphere of duties of Police department, according as the exigencies of service allow and require.

988. All Police officers are liable under provisions of sec. 16 J. P. A. (22 I. P. A.), to comply with orders of transfers when they have been passed by the authorities competent to issue such orders under the schedule of powers appended at the end

989. Save for special reasons and with the approval of the Inspector-General in each case, no enrolled Police officer shall be posted or transferred to a permanent appointment in the district in which his own home is situated, except in the case of appointments and transfers to clerical posts or to posts in the reserve Lines.

990. Every Inspector and sub-Inspector shall, after completing three years respectively in a circle or at a Police station, be liable to be transferred from such circle or Police station. Where, however, the Superintendent of Police concerned considers it necessary, that a particular Inspector or sub-Inspector should continue to hold charge of one circle or Police station, as the case may be, for a period longer than three years, he shall make a proper recommendation to the Inspector-General detailing his reasons therefor and the latter may thereupon grant extensions for one or more years, as deemed necessary

991. Where an annual confidential report submitted in accordance with rule 664 is built up on the individual opinion of one gazetted officer, the officer concerned will ordinarily be transferred from the charge of such gazetted officer and placed under the command of another controlling officer, with a view to giving him a fair trial and chance, before he is dealt with on the next annual report.

992. Subject to the provisos laid down in rule 989, lower subordinates shall be liable to be transferred from one division to another, after a term of 5 years, except where for special reasons to be recorded, the Inspector-General grants special extensions in individual cases

993. A Police officer who becomes involved in a case affecting his private honour, shall report the matter confidentially to the Inspector-General through his immediate superior officer and shall ordinarily be transferred from the place where he happens to be so involved.

994. On mutual agreements made between Police officers of equal ranks, the Inspector-General and the Dy-Inspector-General may, within the limits of their respective powers, order at their discretion, the exchange of such officers.

995. Every Police officer transferred from one station to

Joining time. another shall, if both the stations happen to be in the same division, be allowed 3 days as his joining time and in case of transfers ordered from one division to another, six clear days; the public holidays falling in between the joining periods and the time actually spent in performing the journeys, shall be excluded in each case from the periods allowed as "joining time".

996. A vernacular duty slip shall be maintained by every lower subordinate of Police who shall be personally responsible to see that besides other particulars required by the form, all transfers involving a change of duty are punctually entered in such slips and initialled by the Lines officer in case of reserve Lines and the Station officers or moharirs, in case of officers and men working at Police stations, posts and guards.

997. Police officers of all ranks are prohibited from applying either directly or through their superior officers, for their own transfers or postings.

998. Medical officers have been prohibited from granting certificates recommending transfers of Police officers from any place, on the grounds of ill-health or unsuitability of climate. Police officers shall not, therefore, approach any medical authority for such certificates, unless for the purpose of obtaining sick leaves.

999. No Police officer against whom criminal proceedings have been instituted shall be transferred to another division, until the final order is passed in respect of such proceedings.

Camel sowars, horse sowars and cycle sowars and office and personal orderlies shall be treated as constables for the purposes of provisions of this chapter, but the boy orderlies, *frashes*, *nais*, *dhobis*, *cooks*, *bhistis* *lhangys* and the menial staff attached to Police hospital, shall not be governed by these rules

PART II

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Section of Law

APPENDIX I.

SECTION OF LAW,

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PENAL CODE.

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		Contents.	Procedure.	
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132	143	Member of an unlawful assembly	Cog.	B.
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159	170	Personating a public servant	Cog.	B.
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164	175	Omission to produce a document to a public servant by a person legally bound to produce it.	N. C.	B.
165	176	Omission to give notice or information to a public servant.	N. C.	B.
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171	182	False information to cause a public servant to use his lawful power to the injury of any person.	N. C.	B.
172	183	Resistance to taking of property by the lawful authority of a public servant.	N. C.	B.
175	186	Obstructing public servant in discharge of his public functions.	N. C.	B.
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183	194	Giving or fabricating false evidence with intent to procure conviction of capital offence.	N. C.	N. B.
184	195	Giving or fabricating false evidence with intent to procure conviction of offence punishable with transportation or imprisonment	N. C.	N. B.
190	201	Causing disappearance of evidence of an offence	N. C.	B.
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201	212	Harbouring offenders	Cog	B.
204	215	Taking gift to help to recover stolen property ...	Cog	B.
205	216	Harbouring an escaped offender	Cog.	B.
206	216a	Harbouring robbers or dacoits	Cog.	B.
212	221	Omission to apprehend by a public servant ...	N. C.	B.

PENAL CODE.—Continued.

J.P.C.	I.P.C.	Contents.	Procedure.	
			Cog. or not.	Bailable or not.
213	222	Omission by public servant to apprehend the person under sentence or lawfully committed.	N. C.	N. B.
214	223	Escape from confinement negligently suffered by a public servant.	N. C.	B.
215	224	Resistance to one's lawful apprehension ...	Cog.	B.
216	225	Resistance to the lawful apprehension of an other or rescuing him.	Cog.	N. B.
217	225a	Omission to apprehend or sufferance of escape not otherwise provided for.	N. C.	B.
218	225b	Resistance to lawful apprehension or escape, not otherwise provided for.	Cog.	B.
222	231	Counterfeiting coins	Cog.	N. B.
223	233	Making and selling instruments for counterfeiting coins	N. C.	N. B.
224	235	Possession of instrument or material for the purpose of using the same for counterfeiting coins	N. C.	N. B.
225	236	Abetting in India the counterfeiting out of India of coin.	N. C.	N. B.
226	237	Import or export of counterfeit coin knowing it to be counterfeit.	Cog.	N. B.
227	239	Having in possession and delivery of counterfeit coin.	Cog.	N. B.
229	242	Possession of counterfeit coin knowing it to be counterfeit.	Cog.	N. B.
230	246	Fraudulently or dishonestly diminishing weight or altering composition of coin.	N. C.	N. B.
231	248	Altering appearance of coin with intent that it shall pass as coin of different description.	N. C.	N. B.
232	250	Delivery of coin possessed with knowledge that it is altered.	N. C.	N. B.
233	252	Possession of coin by person who knew it to be altered when he became possessed thereof.	N. C.	N. B.
235	255	Counterfeiting Government of Darbar Stamp ...	Cog.	B.
236	256	Having possession of instrument or material for counterfeiting Government or Darbar Stamp.	N. C.	B.

PENAL CODE.—Continued.

		Contents.	Procedure.	
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237	257	Making or selling instrument for counterfeiting Government or Darbar Stamp.	N. C.	B.
238	258	Sale of counterfeit Government or Darbar stamp.	Cog.	B.
239	259	Having possession of a counterfeit Government or Darbar stamp.	Cog.	B.
240	260	Using as genuine a Government or Darbar stamp known to be counterfeit.	Cog.	B.
245	264	Fraudulent use of false instrument for weighing.	N. C.	B.
246	265	Fraudulent use of false weight or measure ...	N. C.	B.
260	279	Rash driving or riding on a public way likely to endanger human life, etc.	Cog.	B.
269	289	Omission to take order with any animal to guard against danger to human life, etc.	Cog.	B.
270	290	Committing a public nuisance	N. C.	B.
272	292	Sale of obscene book, etc. ...	Cog.	B.
273	293	Possession of obscene books, etc for sale or exhibition.	Cog.	B.
274	294	Obscene songs	Cog.	B.
275	294a	Keeping a lottery office	N. C.	B.
278	295	Injuring a place of worship to insult the religion of any class of persons.	Cog.	B.
279	296	Causing a disturbance to an assembly engaged in religious worship.	Cog.	B.
290	302	Murder	Cog.	N. B.
292	304	Culpable homicide	Cog.	N. B.
293	304a	Causing death by rash or negligent act. ...	Cog.	B.
294	305	Abetment of suicide committed by a child, or insane etc.	Cog.	N. B.
295	306	Abetting the commission of suicide	Cog.	N. B.
296	307	Attempt to murder	Cog.	N. B.
297	308	Attempt to commit culpable homicide ...	Cog.	B.

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		Contents.	Procedure.	
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298	309	Attempt to commit suicide . . .	Cog.	B.
300	311	Punishment of being Thug ...	N. C.	N. B.
301	312	Causing miscarriage . . .	N. C.	B.
303	314	Death caused by an act done with intent to cause miscarriage.	N. C.	N. B.
306	317	Exposure of a child under 12 years to wholly abandon it.	Cog	B.
307	318	Coccealment of birth by secret disposal of dead body.	Cog.	B.
312	323	Voluntarily causing hurt	N. C.	B.
313	324	Voluntarily causing hurt by dangerous weapons or means.	Cog.	B.
314	325	Voluntarily causing grievous hurt	Cog.	B.
315	326	Voluntarily causing grievous hurt by dangerous weapons or means.	Cog.	N. B.
317	328	Administering stupefying drugs with intent to cause hurt.	Cog.	N. B.
319	330	Voluntarily causing hurt to extort confession or information.	Cog	B.
320	331	Voluntarily causing grievous hurt to extort confession or information.	Cog.	N. B.
321	332	Voluntarily causing hurt to deter public servant from his duty.	Cog.	B.
322	333	Voluntarily causing grievous hurt to deter public servant from his duty.	Cog.	N. B.
325	336	Doing any act which endangers human life, or the personal safety of others.	Cog.	B.
326	337	Causing hurt by an act which endangers human life, etc.	Cog	B.
327	338	Causing grievous hurt by an act which endangers human life, etc.	Cog.	B.
330	341	Wrongfully restraining a person . . .	Cog.	B.
331	342	Wrongfully confining any person	Cog.	B.
332	343	Wrongfully confining for 3 or more days ...	Cog.	B.

PENAL CODE.—Continued.

		Contents.	Procedure.	
J.P.C.	I.P.C.		Cog. or not.	Bailable or not.
333	344	Wrongfully confining for 10 or more days ...	Cog.	B.
337	348	Wrongful confinement for the purpose of extorting confession or information etc.	Cog.	B
341	352	Assault or use of criminal force otherwise than on grave provocation.	N. C.	B.
342	353	Assault or use of criminal force to deter public servant from discharge of his duty.	Cog.	B.
343	354	Assault or use of criminal force to a woman to outrage her modesty.	Cog.	B.
344	355	Assault or criminal force to dishonour a person without grave provocation	N. C.	B
352	363	Kidnapping	Cog	B.
353	364	Kidnapping or abducting in order to murder ...	Cog.	N. B.
354	365	Kidnapping or abducting to secretly or wrongfully confine a person.	Cog.	N. B.
355	366	Kidnapping or abducting a woman to compel her marriage or to cause her defilement, etc.	Cog.	N. B.
355a	366a	Procuration of minor girls ..	Cog	N. B
355b	366b	Importation of girls from foreign territories ..	Cog.	N. B.
356	367	Kidnapping or abducting to subject a person to grievous hurt, slavery, etc,	Cog.	N. B.
357	368	Concealing or confining a kidnapped person .	Cog.	N. B.
358	369	Kidnapping or abducting a child to steal property from its person.	Cog	N. B.
359	370	Buying or disposing of any person as a slave	N. C.	B.
361	372	Selling or letting to hire a minor for purposes of prostitution.	Cog.	N. B.
362	373	Buying or obtaining possession of a minor for the same purpose	Cog	N. B.
365	376	Rape	Cog	N. B.
366	377	Unnatural offences .. .	Cog	N. B
368	379	Theft	Cog.	N. B.
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371	382	Theft preparation having been made for causing death or hurt, etc.	Cog.	N. B.
373	384	Extortion	N. C.	B.
374	385	Putting or attempting to put in fear of injury in order to commit extortion	N. C.	B.
375	386	Extortion by putting a person in fear of death or grievous hurt	N. C.	N. B.
376	387	Putting person in fear of death or of grievous hurt, in order to commit extortion.	N. C.	N. B.
377	388	Extortion by accusation of an offence punishable with death or imprisonment, for 14 years.	N. C.	B.
378	389	Putting person in fear of accusation of offence in order to commit extortion	N. C.	N. B.
381	392	Robbery	Cog.	N. B.
382	393	Attempt to commit robbery	Cog.	N. B.
383	394	Voluntarily causing hurt in committing or attempting to commit robbery.	Cog.	N. B.
384	395	Dacoity	Cog.	N. B.
385	396	Murder in dacoity	Cog.	N. B.
386	397	Robbery or dacoity with attempt to cause death or grievous hurt.	Cog.	N. B.
387	398	Attempt to commit robbery or dacoity when armed with deadly weapons	Cog.	N. B.
388	399	Making preparation to commit dacoity	Cog.	N. B.
389	400	Belonging to a gang of persons associated to commit dacoity	Cog.	N. B.
390	401	Belonging to a wandering gang of persons associated for habitually committing thefts	Cog.	N. B.
391	402	Five or more persons assembled to commit dacoity.	Cog.	N. B.
392	403	Dishonest misappropriation of property	N. C.	B.
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J.P.C.	I.P.C.	Contents	Procedure.	
			Cog. or not.	Bailable or not
395	406	Criminal breach of trust	Cog.	N. B.
396	407	Criminal breach of trust by carrier etc. ...	N C.	N. B.
397	408	Criminal breach of trust by a clerk or servant ...	Cog.	N. B.
398	409	Criminal breach of trust by a public servant, Banker, etc.	Cog.	N. B.
400	411	Dishonestly receiving stolen property .	Cog.	N. B.
401	412	Dishonestly receiving stolen property knowing that it was obtained by dacoity	Cog	N. B.
402	413	Habitually dealing in stolen property	Cog	N. B.
403	414	Assisting in disposal of stolen property	Cog.	N. B.
406	417	Cheating	N C	B
407	418	Cheating a person whose interest the offender was bound to protect	N C.	B
408	419	Cheating by personation .	Cog.	B
409	420	Cheating and dishonestly inducing delivery of property.	Cog.	B.
415	426	Mischief	N. C.	B
416	427	Mischief by causing damage to the amount of Rs 50/- or upwards.	N. C.	B.
417	428	Mischief by killing, poisoning, maiming any animal of the value of Rs. 10/- or upwards.	Cog.	B.
418	429	Mischief by killing, poisoning, maiming any animal of the value of Rs. 50/- or upwards.	Cog	B
419	430	Mischief by injury to works of irrigation or by wrongfully diverting water	N. C.	B.
420	431	Mischief by injury to public road, bridge, river or channel	Cog.	B.
421	432	Mischief by causing inundation or obstruction to public drainage attended with damage	Cog.	B.
423	435	Mischief by fire or explosive substance, with intent to cause damage to the amount of Rs. 100/ or upwards, or in case of agricul- tural produce, Rs. 10/- or upwards.	Cog	B.

PENAL CODE.—Continued.

J.P.C	I.P.C.	Contents	Procedure.	
			Cog. or not.	Bailable. or not
424	436	Mischief by fire or explosive substance, with intent to destroy house etc.	Cog	N. B.
425	440	Mischief committed after preparation made for causing death or hurt, etc.	Cog.	N. B.
432	447	Criminal trespass	Cog.	B.
433	448	House-trespass	Cog.	B.
434	449	House-trespass to commit a capital offence	Cog.	N. B.
435	450	House-trespass to commit an offence punishable with imprisonment for life	Cog.	N. B.
436	451	House-trespass to commit an offence punishable with imprisonment,	Cog.	N. B. (if theft).
437	452	House-trespass having made preparation for causing hurt, assault, etc.	Cog	N. B
438	453	Lurking house-trespass or house-breaking	Cog	N. B.
439	454	Lurking house-trespass or house-breaking in order to commit an offence punishable with imprisonment not exceeding 14 years	Cog.	N. B.
440	455	Lurking house-trespass or house-breaking after preparation made for causing hurt, assault etc.	Cog	N. B.
441	456	Lurking house trespass or house-breaking by night	Cog	N. B
442	457	Lurking house-trespass or house-breaking by night in order to commit an offence punishable with imprisonment If the offence be theft	Cog	N. B.
443	458	Lurking house-trespass or house-breaking by night after preparation made for causing hurt etc	Cog	N. B
444	459	Grievous hurt caused while committing house trespass or house-breaking	Cog	N. B.
445	460	Death or grievous hurt caused by one of several persons jointly concerned in house-breaking by night	Cog	N. B.
446	461	Dishonestly breaking open receptacle containing property.	N. C.	B

PENAL CODE.—Continued.

J.P.C.	I.P.C.	Contents.	Procedure.	
			Cog. or not.	Bailable or not.
447	462	Punishment for same offence when committed by person entrusted with custody.	N. C.	B
450	465	Forgery	N. C.	B.
451	466	Forgery of records of courts or of public registers, etc.	N. C.	N. B.
452	467	Forgery of valuable security, will, etc. .	N. C.	N. B.
453	468	Forgery for the purpose of cheating ...	N. C.	N. B.
454	469	Forgery for the purpose of harming reputation.	N. C.	N. B.
456	471	Using as genuine, a forged document which is known to be forged.	N. C.	N. B.
463	477A.	Falsification of accounts	N. C.	B.
476	489A.	Counterfeiting currency or bank notes ..	Cog.	N. B.
477	489B.	Using as genuine, forged or counterfeit currency or bank notes.	Cog.	N. B.
478	489C	Possession of forged or counterfeit currency or bank notes.	Cog.	B
479	489D.	Making or possessing instruments or materials for forging or counterfeiting currency or bank notes.	N. C.	N. B.
487	497	Adultery	N. C.	B.
488	498	Enticing or taking away or detaining a married woman with criminal intent.	N. C.	B.
490	500	Defamation	N. C.	B.
491	501	Printing or engraving matter knowing it to be defamatory.	N. C.	B.
492	502	Sale of printed or engraved substance containing defamatory matter.	N. C.	B.
496	506	Criminal intimidation	N. C.	B.
500	511	Attempting to commit offence punishable with imprisonment and in such attempt doing any act towards the commission of the offence.	According to the offence attempted at	

CRIMINAL PROCEDURE CODE.

COMMONLY USED SECTIONS.

Sections. J.C.P.C.	Sections I.C.P.C.	Contents.
81	42	Public to assist Magistrates and Police
32	43	Aid to person, other than Police officer, executing warrant.
33	44	Public to give information of certain offences.
34	45	Village officers, land holders and others bound to report certain matters.
35	46	Resistance to arrest.
36	47	Search of place entered by person sought to be arrested.
37	48	Powers to break open doors and windows and entering zenana for making arrests
38	49	Power to break open doors and windows for purposes of liberation.
40	51	Search of arrested persons
41	52	Mode of searching women
42	53	Power to seize offensive weapons
43	54	Power to arrest without warrant
44	55	Power to arrest of vagabonds, habitual robbers, etc.,
45	56	Deputing subordinate Police officers for making arrests without warrant
46	57	Refusal to give name and residence
47	58	Pursuit of offenders into other jurisdictions
48	59	Arrest by private persons.
49	60	Persons arrested by private persons to be taken before Magistrate or Officer in charge of Police station.
	61	Person arrested not to be detained more than seventy-two hours in Jaipur and 24 hours in British India.
51	62	Intimation of arrests to Magistrates
52	63	Discharge of person apprehended.
55	66	Power, on escape, to pursue and retake.
56	67	Provisions of Sections 36, 37 and 38 J. C. P. C. to apply to arrests made under Section 55 J. C. P. C.
57	68	Service of Summonses

CRIMINAL PROCEDURE CODE.—Continued.

I.C.P.C. I.C.P.C.

Contents.

58	69	Summonses how served.
59	70	Service when person summoned cannot be found.
60	71	Procedure when service of summonses cannot be effected by direct method.
64	73	Service of summonses outside local limits.
65	74	Proof of service.
66	75	Warrants of arrest.
68	77	Warrants to whom directed.
69	79	Warrants directed to Police officer.
70	80	Notification of substance of warrants
71	81	Persons arrested to be brought before court without delay.
72	82	Place of execution of warrants.
73	83	Warrant forwarded for execution outside jurisdiction.
74	84	Warrant directed to Police officers for execution outside jurisdiction.
75	85	Procedure on arrest of person against whom warrant issued
77	87	Proclamation for person absconding
78	88	Attachment of property of person absconding.
89	98	Search of house suspected to contain stolen property, forged documents, etc
90	99	Disposal of things found in search beyond jurisdiction.
98	100	Search for persons wrongfully confined.
99	101	Direction, etc., of search warrants
100	102	Persons in charge of closed place, to allow search.
101	103	Search to be made in presence of witnesses and occupants of the place searched.
104	106	Security for keeping the peace, after conviction.
105	107	Security for keeping the peace
106	108	Security for good behaviour from persons disseminating seditious matter.

CRIMINAL PROCEDURE CODE —Continued.

J.C.P.C. I.C.P.C

Contents

107	109	Security for good behaviour from vagrants and suspected persons.
108	110	Security for good behaviour from habitual offenders
143	149	Police to interpose for preventing commission of cognizable offences.
144	150	Information of design to commit such offences
145	151	Arrest to prevent such offences
146	152	Prevention of injury to public property
147	153	Inspection of weights and measures
148	154	Information in cognizable cases
149	155	Information in and Investigation into non-cognizable offences
150	156	Investigation into cognizable cases
151	157	Procedure where cognizable offence suspected. Provisos as to dispensation of investigations
152	159	Power to hold investigation or preliminary inquiry
153	160	Police officer's power to require attendance of witnesses
154	161	Examination of witnesses by Police.
155	162	Statements made before Police
156	163	Inducements not to be offered
157	164	Power to record statements and confessions.
158	165	Search by Police officers
159	166	Search warrants on the requisition of Station officers.
160	167	Procedure when investigation cannot be completed in seventy two hours
161	168	Reports of investigation from subordinate Police officers
162	169	Release of accused when evidence deficient
163	170	Accused to be sent to Magistrate, when evidence is sufficient
164	171	Complainants and witnesses not to be subjected to restraint.
165	172	Diary of proceedings in investigation
166	173	Final report in cognizable cases.
167	174	Police to inquire and report on suicide, etc.

CRIMINAL PROCEDURE CODE.—*Continued.*

J.C.P.C. I.C.P.C.

Contents.

168	175	Power to summon persons in inquests.
169	176	Inquiry by Magistrate into cause of death and power to disinter corpses.
170	177	Place of inquiry and trial.
172	179	Accused triable in district, where act is done or where consequence ensue.
173	180	Place of trial where act is offence by reason of relation to other offence.
175	182	Place of inquiry or trial where scene of offence is uncertain.
176	183	Place of inquiry or trial where offence is committed on a journey
257	337, 338	Tender of pardon to accomplices
259	339	Commitment of person to whom pardon has been tendered
317	401	Power to suspend or remit sentences.
382	496	Provision for bails.
383	497	When bail may be taken in case of non-bailable offence
397	511	Previous conviction or acquittal, how proved.
398	512	Record of evidence in absence of accused.
412	523	Procedure by Police upon seizure of property taken under section 40 J.C.P.C. or stolen.
439	550	Power of police to seize property suspected to be stolen.
440	551	Powers of superior officers of Police
452	565	Notification of particulars of previously convicted offenders

EVIDENCE ACT.
COMMONLY USED SECTIONS.

Sections Sections
J.E.A. I.E.A.

Contents

- | | | |
|----|----|--|
| 4 | 5 | Evidence may be given of facts in issue and relevant facts. |
| 24 | 25 | Confession to Police officer not to be proved. |
| 26 | 27 | How much of information received from accused may be proved. |
| 29 | 30 | Confession of a co-accused jointly under trial. |
| 31 | 32 | Statements of persons who cannot be called as witnesses. |
| 59 | 60 | Oral evidence to be direct. |
| 60 | 61 | Proof of contents of documents. |
| 61 | 62 | Primary evidence. |
| 62 | 63 | Secondary evidence. |
| 64 | 65 | Cases in which secondary evidence may be given |

POLICE ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not.	Bailable or not.
1	1	Definitions
3	4	Appointment of superior officers
5	7	Appointment of inferior officers
6	8	Appointment certificates
7	9	Resignations
8	10	Police officers not to be engaged in other employments.
9	12	Power to make rules
10	13	Police officers employed at the cost of individuals.		.
11	15	Quartering of additional Police	.	
14	20	Authority of Police	..	.
15	21	Village Police officers
16	22	Police officers to be always on duty	..	.
17	23	Duties of Police officers	..	.
18	24	Police to lay information etc
19	25	Police to seize unclaimed properties
22	28	Penalty for refusal to delivery of appointment certificates.	N C.	B.
23	29	Penalty for neglect of duty or misconduct	... N. C.	B.
24	30	Regulation of public assemblies
25	30-A.	Powers of Police with regard to public assemblies
26	31	Police to keep order on public roads	.	..
27	32	Disobedience of orders	.. Cog	B.
29	34	Road offences	.. Cog	B.
30	35	Jurisdiction
33	42	Limitation
35	44	Police officers to keep diary	..	.
37	46	Scope of the act

CRIMINAL TRIBES ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian	Contents.	Cog. or not.	Bailable. or not.
2	2	Definitions
3	3	Declaration of criminal tribes
4	4	Registration of members of criminal tribes
5	5	Procedure for registration
9	9	Authority for taking finger impressions	.	..
10	10	Notification of residence.
11	11	Restriction of movements
12	13	Change of residence	.	..
18	20	Power to make rules
19	21	Failure to comply with the terms of notice ...	Cog.	B.
20	22	Penalties for breach of rules	Cog.	B.
21	23	Enhanced punishment	..	N. B
22	24	Punishment for being found under suspicious circumstances
23	.	Punishment for sheltering
24	25	Arrest of registered persons found beyond the prescribed limits	Cog.	B.
25	26	Duties of village head-man and etc
26	27	Penalty for breach of duties	..	
28	.	Restriction as to the keeping of arms and conveyance etc.

MOTOR ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not	Bailable or not
2	2	Definitions
9	...	Weight limit of the vehicles
10	...	Conditions for the tyres
11	3	Minors shall not drive motor-vehicles
12	4	Duties of person in-charge of motor ... vehicles.
13	6	Motor-vehicles not to be driven without proper licenses.
14	7	Licenses are not transferable
15	8	License to be presented before a Police officer on demand.
21	.	Regulation of speed
24	...	Rules of light
25	.	Stoppage of a motor-vehicle without light
27	...	Register to be kept by owners of the motor vehicles.
28	..	Motor-vehicles to be kept to the left of the roads.
29		Blowing of the horn
30	5	Neghgent and rash driving	N. C.	B.
31	16	Breach of rules	N. C.	B.

GAMBLING ACT.

COMMONLY USED SECTIONS.

Sections Jaipur	Sections Indian	Contents.	Cog. or not.	Bailable or not
1	1	Definitions
3	3	Keeping a common gaming house .	N. C.	B.
4	4	Being found in a gaming house .	N. C.	B.
5	5	Power of Police to enter and search
6	6	Evidence to prove a common gaming house
7	7	Penalty for giving false names and addresses. N. C.	N. C.	B.
8	8	Disposal of instruments of gaming on conviction.
12	12	Exemptions
13	13	Gaming and setting birds and animals to fight in public streets. Cog.	Cog.	B.
15	15	Penalty for subsequent offences
16	16	Portion of fine to be paid to informer

EXCISE ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not.	Bailable or not
2	3	Definitions
11	5	Charge of confiscated property and arrested persons
14	5	Assistance by Police
21	48	Breach of rules	Cog. B.
24		Enhanced sentence	Cog. B.
31		Obstruction to Ex. officers	N. C.	B.
28	55	Frivolous searches	N. C.	B.
27	54	Punishment to Police officers for failure to assist the Ex. officers.

OPIUM ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not.	Bailable or not.
2	3	Definitions
3	4	Cultivation and possession of opium
7	9	Penalty	Cog.	B.
13	15	Confiscation of opium
15	17	Assistance by Police
18	20	Charge of confiscated property
20	..	Obstruction to Ex. Officers	N. C.	B.
24	..	Enhanced sentence	Cog.	B.

ARMS ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not.	Bailable or not.
7	28	Inspection by Police
12	19	Breach of rules	Cog. on special cases.	B.

PREVENTION OF CRUELTY TO ANIMALS ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog or not.	Bailable or not.
3	3	Penalty for cruelty and sale	Cog.	B.
7	7	Forfeiture of diseased animals	N. C.	B.

FOREST ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Contents	Cog. or not.	Bailable or not.
2	Breach of rules	N. C.	B.
13	Charge of animals
14	Pasturing of seized animals

EXPLOSIVE ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Contents.	Cog. or not.	Bailable or not.
17	Import of dangerous explosives .	N. C.	B.
18	Suspicious or illegal imports . ..	N. C.	B.
19	Negligent use . ..	N. C.	B.
20	Intentional explosion, or abetment .	N. C.	B.

GAME ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Contents	Cog. or not.	Bailable or not.
2	Prohibition of hunting tiger etc
3	Season of prohibition
5	Permit for hunt
10	Information to the Police
15	Punishment on breach of rules .	Cog.	B.
17	Officers authorised to make arrests
18	Time-limit of confinement

FISHING ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Punjab Act.	Contents.	Cog. or not.	Bailable or not.
1	...	Places where fishing is prohibited
11	...	Punishment for breach of rules	Cog. B.
12	...	Confiscation
14		Officers empowered to make arrests
15	.	Time-limit of confinement
20	.	Rewards

MUNICIPAL BYE-LAWS.

COMMONLY USED SECTIONS.

Rule.	Para.	Contents.	Cog. or not.	Bailable or not.
20	8	Vehicles without light .	N. C.	B.
20	9	Disobeying traffic officers ...	N. C.	B.

POST OFFICE ACT.

COMMONLY USED SECTIONS.

Sections Jaipur.	Sections Indian.	Contents.	Cog. or not.	Bailable or not.
1	1	Extent
60	61	Sending dangerous things through post
.	62	Damaging post-boxes etc	N. C.	B.
..	63	Disfiguring letter-boxes	N. C.	B
71	69	Accepting post articles meant for others .	N. C.	B.

POST OFFICE ACT.—Continued.

Sections Jaipur.	Sections Indian	Contents.	Cog. or not.	Bailable or not.
76	52	Stealing post articles or post bags from post-peons	N. C.	B
80	..	Using a used stamp	N. C.	B.
81	...	Penalties breach of rules for . .	N. C.	B.

**STATE RAILWAY ACT.
COMMONLY USED SECTIONS.**

Sections Jaipur	Sections Indian	Contents	Cog or not.	Bailable or not.
24	100	Penalty for railway servants found intoxicated	Cog.	B.
25	101	Penalty for railway servants endangering the safety of public	Cog.	B
43	119	Penalty for entering female carriages ...	Cog.	B
45	121	Penalty for causing obstruction to railway servants	Cog.	B.
51	127	Penalty for causing malicious hurt to passengers or attempts thereof.	Cog.	B.
52	128	Penalty for wilfully endangering safety of passengers.	Cog.	B.
53	129	Penalty for negligently endangering the safety of passengers.	Cog.	B.
54	130	Penalty for acts endangering the safety of passengers.	Cog.	B.
55	181	Cognizable sections
56	132	Arrest of persons trying to abscond	Can be arrested for ascertaining particulars.

SPECIFIED OFFENCES.

J.P.C.	I.P.C.	J P C	I.P.C.	J P.C	I.P.C	J C P.C	C P.C.
182	193	369	380	419	430	107	109
183	194	370	381	420	431	108	110
184	195	371	382	421	432		
222	231	373	384	423	435	J.C T A	C T A.
223	233	375	386	424	436	19	21
224	235	376	387	425	440	20	20
225	236	377	388	434	449	21	23
226	237	378	389	435	450	24	25
227	239	381	392	436	451		
229	242	382	393	437	452	J.G A	I G A.
230	246	383	394	439	454	3	3
231	248	384	395	440	455	4	4
232	250	385	396	441	456	7	7
233	252	386	397	442	457	13	13
235	255	387	398	443	458		
236	256	388	399	444	459	J A A	I A A
237	257	389	400	445	460	12	19
240	260	390	401	446	461		
300	311	391	402	447	462		
343	354	393	404	450	465		
352	363	395	406	451	466		
353	364	396	407	452	467		
354	365	397	408	453	468		
355	366	398	409	454	469		
355 A	366 A	400	411	476	489 A		
355 B	366 B	401	412	477	489 B		
356	367	402	413	478	489 C.		
357	368	403	414	479	489 D.		
358	369	407	418				
365	376	408	419				
366	377	409	420				
368	379	418	429				

APPENDIX II

Schedule of Powers

APPENDIX II

SCHEDULE OF POWERS

	Inspector General	Deputy Inspector General	Superintendent of Police	Inspector	Station officer
LEAVE					
Privilege leave	all Police officers and clerks whose pay does not exceed Rs. 500/-	all sub-Inspectors, lower subordinates and clerks.	up to 3 months in respect of all lower subordinates working directly under them.	Nil.	Nil.
Sick or hospital leave	Ditto	Ditto	Ditto	Nil	Nil.
Leave without allowances	Ditto	Ditto	Ditto	Nil.	Nil.
Casual leave	Ditto	all upper and lower subordinates and clerks.	all upper and lower subordinates and clerks working directly under them.	up to one week in respect of all lower subordinates working directly under them.	up to 3 days to all constables working directly under them.
PUNISHMENTS					
Prosecution	all enrolled Police officers and clerks.	all lower subordinates & clerks whose pay does not exceed Rs. 20/- p.m., except in escape cases	all constables working directly under them, for purposes of operations of section 23 of J. P. A. (29 P. A.)	Nil.	Nil.
Dismissal	Ditto	all lower subordinates & clerks whose pay does not exceed Rs. 20/- p.m.	all constables working directly under them.	Nil.	Nil.
Reduction	Ditto	Ditto	Ditto	Nil.	Nil.

SCHEDULE OF POWERS.—Continued

	Inspector General	Deputy Inspector General	Superintendents of Police	Inspectors	Station officer
PUNISHMENTS (Continued)					
Stoppage of pro- motion	all enrolled Police officers and clerks	all lower subordinates & clerks whose pay does not exceed Rs 20/- p.m.	all constables working di- rectly under them	Nil.	Nil.
Forfeiture of good Conduct Stripes	all constables	all constables	Nil	Nil.	Nil.
Black Mark	all enrolled Police officers	all enrolled Police officers	all lower subordinates work- ing directly under them	Nil.	Nil.
Censure	all Police officers and clerks	all enrolled Police officers and clerks	all subordinates working directly under them	Nil.	Nil.
Fine or forfeiture of pay	all enrolled Police officers and clerks.	all enrolled Police Officers and clerks whose pay does not exceed Rs 20/- p m	all lower subordinates working directly under them	Nil	Nil.
Quarter guard	all constables for a period not exceeding 15 days	all constables for a period not exceeding 10 days	Nil	Nil.	Nil.
Punishment drill	Ditto	Ditto	all constables working di- rectly under them, for a period not exceeding 6 days	all constables working di- rectly, under them, for 3 days	Nil.
Fatigue duty	Ditto	Ditto	Ditto	Ditto	Nil
Standing guard duty.	all lower Subordi- nates for a period not exceeding one year.	all lower subordinates for a period not exceeding 6 months	all lower subordinates working directly under them, for a period not ex- ceeding 3 months	Nil.	Nil.

SCHEDULE OF POWERS—Continued

	Inspector General	Deputy Inspector General	Superintendent of Police	Inspector	Station officer.
PUNISHMENTS— (Continued).					
Warning	all Police officers and clerks	all enrolled Police Officers and clerks	all subordinates working under them	all subordinates working under them	all subordinates working under them
TRANSFERS—					
Transfers	all enrolled Police officers and clerks	all enrolled Police officers of and below the rank of sub-Inspectors excluding officers in charge of Thannas and officers attached to O P O or reserve Lines	all lower subordinates within their own divisions	Nil.	Nil
REWARDS—					
C C 1st and 2nd	all enrolled Police officers and clerks	Nil	Nil	Nil.	Nil
C. C 3rd Class	Ditto	all enrolled Police Officers and clerks	Nil.	Nil.	Nil
Special C C.	Ditto	Ditto	Nil.	Nil.	Nil
Good Conduct Stripes	all constables	all Constables	Nil.	Nil.	Nil
Special promotion	all enrolled Police officers and clerks	Nil.	Nil	Nil	Nil
Cash	all enrolled Police officers and clerks up to a limit of Rs 200/- in one case	all enrolled Police officers and clerks up to a limit of Rs 20/- in one case.	Nil	Nil.	Nil.

APPENDIX III

Symptoms of Poisons

The following are the most common symptoms of various fatal poisons

Poisons	Native names	Usual symptoms	Ordinary interval between taking the poison and appearance of symptoms	Ordinary time before death
Arsenic	<i>Samsulfar San- kha Hartal and Manai.</i>	vomiting, burning pain in the stomach; great thirst, some- times cold skin, cramps in the limbs and sleepiness	$\frac{1}{2}$ to 1 hour.	6 to 12 hrs.
Opium	<i>Afun, Afim</i>	sleepiness, pupils small, complete insensibility, skin sweat- ing, vomiting seldom occurs	$\frac{1}{2}$ to 1 hour.	6 to 12 hrs.
Aconite . .	<i>Biak</i>	numbness and tingling in the mouth and throat afterwards in the limbs; frothing at the mouth; sleepiness, occasio- nally convulsions or delirium or paralysis	$\frac{1}{2}$ to $\frac{1}{3}$ hour.	1 to 8 hrs.
Datura . . .	<i>Dhatara</i>	sleepiness, pupils enlarged, delirium; insensibility, vomit- ing rare.	5 to 10 mts.	6 to 12 hrs.
Nux-vomica	<i>Kuchela</i>	twitching in the limbs, followed by violent spasms and often lock-jaw The spasms cease for a time and then again return, often without evident cause, and usually affect the whole body.	$\frac{1}{2}$ to 1 hour.	6 to 12 hrs.

APPENDIX IV

Fairs and Festivals

APPENDIX IV

FAIRS AND FESTIVALS

On all occasions of big gatherings during various fairs, festivals and State functions held in Jaipur State, the Police shall be responsible:—

- (i) for controlling the extra heavy traffic which turns up for watching such processions and fairs etc.;
- (ii) for keeping order among the spectators who collect in large numbers on such occasions;
- (iii) for keeping the routes of processions clear of cattle and pedestrians and holding up the wheel traffic both ways during the march of processions;
- (iv) for protection, specially of the villagers (who visit Jaipur city in large numbers on such occasions), from meeting with road accidents, as they are the class who as yet are least conversant with the rules and regulations of the traffic and are ignorant of the traffic signals;
- (v) for protecting the women-folk (who come in large numbers from mufassil and go shoulder to shoulder with men in the most congested bazars, path-ways and fair-grounds) from being molested.

The following Police arrangements have been laid down which will be taken in hand year to year, as each festival approaches:—

It comes off in the ninth or tenth month every year and is celebrated by a huge procession marching from the City palaces to Dussehra kothi *via* Sire deorhi gate, Naqqarkhana gate, Banderwal gate, Hawa-mahal bazar, Pan-ka-dariba and Zorawarsingh gate and back the same way. Besides the city spectators, large number of villagers come in from all over the State, to watch this procession. The

procession routes shall be policed at 3 p. m., as follows :—

The city Inspector with 1 sub-Inspector, 3 head-constables and 20 constables, will police the Jeleb chowk from Sire deorhi to Banderwal gate.

1 sub-Inspector with 2 head-constables and 20 constables will be posted at the Banderwal gate, with instructions to follow the procession in cordon formation, to check any rush from the rear.

1 sub-Inspector with 2 head-constables and 20 constables will line the Pan-ka-dariba from Banderwal gate to Amber curve.

1 sub-Inspector with 2 head-constables and 15 constables will line the route from Amber curve to Zorawarsingh gate.

1 sub-Inspector with 1 head-constable and 6 constables will police the Zorawarsingh gate

1 sub-Inspector, 2 head-constables and 20 constables will be extended from Zorawarsingh gate to the turning to Dussehra kothi.

1 sub-Inspector with 1 head-constable and 15 constables will line the route from this curve up to Dussehra kothi.

1 Inspector assisted by 1 sub-Inspector, 2 head-constables and 30 constables will regulate fair arrangements at the Dussehra kothi.

1 head-constable assisted by 6 constables will park conveyances at the Tirpolia gate.

A lathi reserve of 1 sub-Inspector, 1 head-constable and 15 constables will be posted at Dussehra kothi under orders of the Superintendent, reserve Lines.

The city Superintendent will supervise the arrangements enroute i.e., from the Sire deorhi to Dussehra kothi (latter excluded) and the Superintendent, reserve Lines, the fair arrange-

ments at the Dussehra kothi.

Requirements.	{	Superintendents	=	2
		Inspectors	=	2
		sub-Inspectors	=	9
		head-constables	=	17
		constables	=	167

SOURCES :—

The reserve Lines will supply 1 Superintendent, 1 Inspector, 4 sub-Inspectors, 7 head-constables and 87 constables.

The city Kotwali will supply 1 Superintendent, 1 Inspector, 5 sub-Inspectors, 10 head-constables and 80 constables.

The officers commanding the various units will depute one officer with two sepoy each for keeping order amongst the members of their respective units, who come to watch the procession and the fair

The chief Justice will depute a competent magistrate for dealing with emergencies

The Superintendent C. I. D. will detail 1 head-constable and 8 constables in plain clothes enroute and at the Dussehra kothi, with instructions to shadow suspects who are known for their political and communal activities and to keep a vigilant eye on the local badmashes and undesirable characters.

The day following Dussehra, another function known as *Shalak*

"Shalak", which used to be celebrated at Fateh tiba, is now held at Chougan, where all the Military forces of the State turn out in ceremonial order and His Highness the Maharaja Sahib Bahadur and other distinguished guests, nobles and gentlemen assemble to witness it.

A large contingent of Police, consisting of 1 gazetted officer, 2 non-gazetted officers and 60 constables shall be drawn from the reserve Lines to cordon round the Chougan area, with instructions not to allow any unauthorised persons in Chougan grounds. Various exits and entrances shall be picketted, more especially the

route from the Hathi fighting chowk to Chhattar-ki-ar. The city Police will be responsible to line the routes from Rambagh palace to Tirpolia gate, for His Highness's arrival and return. They will also line the Gangori bazar and supply a parking guard inside the Chougan gate, besides a small parking party posted inside the Tirpolia gate.

It is another important festival of Hindus, when great decorations and illuminations are made throughout the city. The State decorates and illuminates all the gates, the main chowks, Isar-ka-lath, Albert hall, Edward memorial, Doongri fort, Nahargarh fort and the Palaces. Not being an occasion for a fair, villagers do not turn up in so heavy numbers, as they do on other occasions, but large number of spectators from other cities, joined by heavy number from Jaipur city itself, give enough work to the Police for regulating traffic and keeping order on the roads, streets and thoroughfares.

The State celebrates this festival in an open Darbar, which is convened in the city Palaces. The following arrangements will be taken in hand for His Highness's visit to the Durbar:—

- 1 sub-Inspector assisted by 1 head-constable and 8 constables will be extended along His Highness's route from Rambagh Palace to Ajmere gate
- 1 head-constable and 16 constables will line the Kishanpole bazar from Ajmere gate to chowk Amber.
- 1 sub-Inspector assisted by 1 head-constable and 8 constables will police the Amber chowk.
- 1 head-constable and 8 constables will line the route from Amber chowk to Tirpolia gate
- 1 sub-Inspector assisted by 2 head-constables and 12 constables will picket the Tirpolia gate
- 1 sub-Inspector with 1 head-constable and 6 constables of the traffic staff, will do parking inside the Tirpolia gate
- 1 head-constable and 4 constables of the traffic staff will do parking at the Jaleb chowk.

After the Durbar is over, the following guards will be posted in the city, who shall remain on duty till midnight, for purposes of watch and ward and general protection.

The various bazars will be policed by small moving patrols of 1 head-constable and 4 constables each, who shall, besides regulating traffic and keeping order among the public generally, be held responsible for keeping off gamblers and warding off gamblings. Three such guards will be posted in Johri bazar, 3 in Tirpolia, 2 in Chandpole, 2 in Ramganj and 1 each in Kishanpole and Gangori bazars; while the various road-meeting points in Tirpolia, Johri, Chandpole and Kishanpole bazars will be policed by 1 constable each.

The arrangements will be supervised by the city Superintendent in Manak chowk, Johri, Ramganj and half of the Tirpolia bazars, while the Superintendent, reserve Lines will look after the Amber chowk, Kishanpole, Chandpole and western half of the Tirpolia bazars. The Dy-Inspector-General will exercise general supervision over the arrangements.

Require- ments	sub-Inspectors	= 4
	head-constables	= 20
	constables	= 114

SOURCES :—

The reserve Lines will supply 2 sub-Inspectors, 10 head-constables and 57 constables

The city Kotwali will supply 2 sub-Inspectors, 10 head-constables and 57 constables.

The officers commanding the various units will depute one officer with two sepoy each to help the Police for keeping order amongst the members of their respective units, who come to watch the procession and the fair.

The chief Justice will depute a competent magistrate for dealing with emergencies.

The Superintendent C. I. D. will detail 1 head-constable and

8 constables in plain clothes in different quarters of the city, to keep an eye on the known badmashes, gundas and gamblers.

‘Marak Pali’ follows the ‘Dewali’ the next day, when His Highness the Maharaja Sahib Bahadur Marak Pali. graces the occasion by processing through the city, followed by tazimi Sardars, all riding decorated horses. The procession leaves Sire deorhi about 4 p.m. and after passing through the Banderwal gate and the Manak chowk, terminates at the Tirpolia gate, whence His Highness enters City palaces. The routes will be policed as follows :—

1 Inspector, assisted by 1 sub-Inspector, 1 head-constable and 20 constables, will police the area between Sire deorhi and Banderwal gate.

1 sub-Inspector, 2 head-constables and 20 constables will be stationed at the Banderwal gate, with instructions to line the rear of the procession, so as to prevent a rush from behind; directly the procession has passed this gate, this guard will form a strong cordon behind the last line of Sardars’ horses and follow the procession up to the Tirpolia gate.

1 sub-Inspector, 2 head-constables and 25 constables will line the route between Banderwal gate and the Manak chowk.

1 Inspector assisted by 2 sub-Inspectors, 4 head-constables and 40 constables will cordon round the Manak chowk where the pressure of wheel traffic is invariably the heaviest.

2 sub-Inspectors, 2 head-constables and 30 constables will be extended along the Tirpolia bazar, between Manak chowk and the Tirpolia gate, under the supervision of the city Inspector.

1 sub-Inspector, 2 head-constables, and 20 constables will police the Tirpolia gate.

1 sub-Inspector with 1 head-constable and 6 constables of the traffic staff will do parking inside the Tirpolia gate.

1 head-constable and 4 constables of the traffic staff will do parking at the Jaleb chowk.

1 head-constable and 8 constables will line His Highness's route from Tirpolia gate to Amber chowk.

1 head-constable and 6 constables will police the Amber chowk, to pass His Highness's car.

1 head-constable and 16 constables will line His Highness's route between Amber chowk and the Rambagh palaces.

His Highness's route will be looked after by two non-gazetted officers, one inside the city from Tirpolia gate to Ajmere gate and the other outside the Ajmere gate, up to the State entry gate of the Rambagh palaces.

The arrangements made for the procession will be supervised by the city Superintendents from Sire deorhi upto Manak chowk, both included, and by the Superintendent reserve Lines, from Manak chowk (excluded) to Tirpolia gate (included), while the Dy-Inspector-General will be in general charge of all the arrangements.

The commanding officers and the chief Justice will detail officers and men as on the preceding day, while the C. I. D. will repeat their arrangements for shadowing the badmashes and gamblers

Requirements.	Inspectors	=	3
	sub-Inspectors	=	9
	head-constables	=	18
	constables	=	195

SOURCES :—

The reserve Lines will supply 2 Inspectors, 5 sub-Inspectors, 8 head-constables and 115 constables.

The city Kotwali will supply 1 Inspector, 4 sub-Inspectors, 10 head-constables and 80 constables.

It is another very important State festival when His Highness, after termination of the Durbar, rides his elephant, followed by tazimi Sardars, all riding on elephants, march through the city in a processional formation, carrying bags and syringes full of colours, which they empty on each other *enroute*. The procession marches from Sire deorhi to Tirpolia gate *via* Jaleb chowk, Banderwal gate, Sire deorhi bazar, Manak chowk and Tirpolia bazar, terminating outside the City palaces at about 6 p.m. Large crowds of spectators collect in these bazars and create heavy work for the Police, who are required to clear routes for the procession. The following Police arrangements shall be taken in hand to year, as on this festival approaches.

FOR HIS HIGHNESS'S ARRIVAL IN AND DEPARTURE
FROM THE CITY

1 head-constable and 16 constables will be extended along western half of the Tirpolia bazar, 1 head-constable assisted by 6 constables posted at the Amber chowk, 1 head-constable and 10 constables in the Kishanpole bazar, and 1 head-constable and 12 constables on the road from Ajmere gate to Rambagh palaces.

FOR THE DURBAR AND THE PROCESSION

Guard 1.—1 sub-Inspector assisted by 1 head-constable and 10 constables of the traffic staff will do parking inside the Tirpolia gate

Guard 2.—The city Inspector assisted by 1 sub-Inspector 2 head-constables and 20 constables will police the Tirpolia gate.

Guard 3.—2 sub-Inspectors, 4 head-constables and 40 constables will line the Tirpolia bazar from Tirpolia gate to Manak chowk.

Guard 4.—1 Inspector, 2 sub-Inspectors, 6 head-constables and 30 constables will police the Manak chowk.

Guard 5.—1 sub-Inspector, 2 head-constables will be

extended along the Hawa mahal bazar from Manak chowk to Banderwal gate, both excluded.

Guard 6.—1 sub-Inspector assisted by 2 head constables and 15 constables will be stationed at Banderwal gate, with instructions to follow the procession behind the last line of elephants in a close cordon formation, in order to prevent a rush from behind

Guard 7.—1 sub-Inspector, 2 head-constables and 12 constables will line the route from the Banderwal gate to Sire deorhi.

Guard 8.—1 sub-Inspector, 1 head-constable and 6 constables will do parking inside the Jaleb chowk.

Guard 2 to 7 will turn out in 3rd pair of hot weather undress uniform which, in the event of being spoiled by colours, will be stocked in reserve Lines for use during the next celebrations of this festival.

One sub-Inspector will supervise road-lining arrangements made inside the city for His Highness's arrival and departure; another sub-Inspector will look after the lined area outside the city from Ajmere gate to the entrance gate of Rambagh palaces. For the procession, the city Superintendent will supervise the arrangements from Jaleb chowk to Manak chowk, both included; and the Superintendent, reserve Lines, from Manak chowk (excluded) to Tirpolia gate (included) while the Dy-Inspector General will exercise general supervision over all the arrangements.

Requirements.	{	Inspectors	=	2
		sub-Inspectors	=	12
		head-constables	=	24
		constables	=	201

SOURCES :—

The reserve Lines will supply 1 Inspector, 6 sub-Inspectors, 10 head-constables and 121 constables,

The city Kotwali will supply 1 Inspector, 6 sub-Inspectors, 14 head-constables and 80 constables.

Gangore and Teej are about the most important festivals, when Jaipur city remains *enfete* for two days on each occasion. Large numbers of men and women from the rural areas visit the city and throng the city streets and bazars till midnight both these days. They sing, dance and make merry in their own rustic ways and create heavy work for Police, especially because women join these merriments. Both these evenings, big fairs are held in Chaugan grounds, where the procession of Gangore is taken *en route* to the City palaces. The procession which consists of the state lawazma and the image of the goddess, carried on four-in-hands, leaves the Tirpolia gate at about 6 p m. The route usually employed, is Tirpolia bazar, Amber chowk, Gangori bazar and through the Chaugan grounds and Tal-katora to the City palaces, reaching the palace mandir at about 8-30 p.m. His Highness, the Resident and the distinguished officers and sardars watch the procession and the fair, from the Chini and Moti burjs.

His Highness arrives at the City palaces at about 6 p.m. followed by the Resident, who reaches about 15 minutes later. Besides the Kishanpole bazar, Amber chowk and the Tirpolia bazar which is the fixed route for the Ruler's and the Resident's cars, the southern flank of the Tirpolia bazar from chowk Amber to Tirpolia gate also requires to be kept clear of wheel traffic, till the procession has passed beyond the Amber chowpar. Traffic from the direction of Manak chowk will be held up at Tirpolia gate and parked along the eastern half of this road from 6 p m. till 10 minutes after the distinguished cars and the procession have passed up and down the Tirpolia gate respectively.

At the Amber chowk, the procession will be directed to Gangori bazar *via* open space along the east of the chowk, while all other traffic from whatever direction will be directed to the

opposite flank of this chowk.

At 6-15 p.m., the traffic from and to Gangori, Kishanpole and Tirpolia bazars, will be stopped and no conveyance will be allowed to proceed in any of these directions from this hour, till His Highness and the Resident have passed the Amber chowk and the procession has entered the Gangori bazar. The conveyances coming up in this chowk during this temporary period, will be directed to and parked in the Chandpole bazar. Directly after His Highness and the Resident have passed this chowk, the traffic of the Kishanpole bazar will be released but the other two bazars will still remain closed, till the last line of the procession has actually entered the Gangori bazar. The cars of spectators will be parked heading north in the open space east of Amber chowk, in a line parallel to Balaji-ka-temple and will be lined in a position, that they neither obstruct the procession marching in their front, nor block the Tirpolia-Kishanpole bazar traffic passing from their rear.

For His Highness and the Resident, all traffic will be held up outside Ajmere gate five minutes before each conveyance is due to arrive at that point. Three minutes after each conveyance has passed, the traffic will be released and directed through the Ajmere gate.

Points and routes will be policed and lined as follows:—

1 sub-Inspector, 1 head-constable and 12 constables will line the road from Rambagh palaces to the Ajmere gate,

1 sub-Inspector, 1 head-constable and 16 constables will be extended in the Kishanpole bazar from Ajmere gate to chowk Amber,

Four guards composed of 1 head-constable and 6 constables each, will be posted along the four flanks of chowk Amber, to receive and pass the traffic in accordance with the instructions contained in the preceding paragraph.

Three ranks of 1 head-constable and 10 constables each will be opened out in the western half of Tirpolia bazar from Amber chouer to Tirpolia gate, two along the flanks of the bazar and a third line in the middle, making 2 separate passages for passing the goddess' procession on the north and His Highness's and the Resident's cars on the south.

1 sub-Inspector, 1 head-constable and 20 constables will line the Gangori bazar from chowk Amber to Chaugan gate,

2 sub-Inspectors, 4 head-constables and 40 constables will regulate the fair arrangements inside the Chaugan grounds,

1 sub-Inspector, assisted by 1 head-constable and 4 constables of the traffic staff will park conveyances in the Gangori bazar down the Chougan gate,

1 head-constable and 4 constables will do parking inside the Tirpolia gate.

A lathi guard of 1 sub-Inspector, 1 head-constable and 12 constables will form a cordon around the procession.

Two parties of 1 sub-Inspector, 1 head-constable and 20 constables each will be kept in reserve, one at the Chaugan grounds and the other at the Kotwali for meeting with any emergencies. The Chaugan reserve will be armed with lathies and the squad stationed at Kotwali, with 303 rifles and 20 rounds of ammunition each. The city Superintendent will personally supervise the arrangements at chowk Amber and after His Highness and the Resident have entered the City palaces, he will move down with the Kotwali reserve to the Chaugan grounds, leaving the city Inspector in charge of the arrangements at chowk Amber.

The city Inspector will supervise the arrangements made between the Tirpolia gate and the Amber chowk.

The Superintendent reserve Lines, will be placed in charge of

fair arrangements inside the Chaugan grounds. He will be assisted by the city Superintendent and the Kotwali reserve after His Highness has reached the city palaces.

1 sub-Inspector will supervise the road-lining arrangements made between the Ajmere gate included to chowk Amber (excluded).

Another sub-Inspector will look after Gangori bazar from Amber choupur excluded to the Chaugan gate included.

In all street-linings, the chowkidars will form a rear line behind the constables, on both the flanks of the roads which fall *en route*. The constables will be posted diagonally and between each pair of constables there will be at least 3 chowkidars on either side.

The Superintendent reserve Lines will mobilize all officers and men attached to the prosecution branch and the central police office for raising the required numbers.

The Superintendent in charge Sawai Jaipur will supply 2 sub-Inspectors, 2 head-constables and 20 constables from his rural thanas, in order to meet the requirements of this occasion.

Full dress will be worn by all ranks, less swords and medals. officers possessing medals will wear ribbons; officers will carry revolvers and constables will be armed with batons.

The arrangements will continue till crowds have finally dispersed after the termination of the fair and till the cars of His Highness and the Resident have left the city.

Requirements	{ Inspectors	=	5
	{ Sub-Inspectors	=	12
	{ head-constables	=	19
	{ constables	=	202

SOURCES :—

The city Kotwali will supply 2 Inspectors, 5 sub-Inspectors, 10 head-constables and 80 constables; the reserve Lines will supply 3 Inspectors, 5 sub-Inspectors, 7 head-

constables and 102 constables; the Sawai Jaipur district will supply 2 sub-Inspectors, 2 head-constables and 20 constables.

This festival usually falls in the month of June or July when the Pujan procession is taken out in the morning with all the state lawazma and the priest carried in four-in-hands. The procession gets up at Sire deorhi and marches through the Jaleb chowk to Banderwal gate and turning to the left, terminates outside the state taxal in the Sire deorhi bazar. A tent is pitched at the terminating point in the middle of the road for performance of the pujan ceremony. His Highness works a silver plough under the priest's directions inside this tent and seeds pearls. While His Highness is thus engaged inside the tent, the decorated conveyances and animals forming the procession are turned round and parked heading south, for the inward march. The ceremony takes about 20 minutes, whereafter His Highness and the priest are respectfully seated again in their respective conveyances and the procession starts back in exactly the same formation. On reaching the Banderwal gate, the lawazma opens out right and left and His Highness drives between these two lines into the palaces. On leaving the City palaces, His Highness passes through Tirpolia gate and drives along the fixed routes *viz* chowk Amber, Kishenpole bazar and the Ajmere gate. The following Police arrangements will be taken in hand for this occasion:—

- 1 sub-Inspector, 2 head-constables and 12 constables will police the Jaleb chowk;
- 1 sub-Inspector, 2 head-constables and 20 constables will be extended between the Naqqar-khana gate and the Banderwal gate, both included;
- 2 sub-Inspectors, 6 head-constables and 40 constables will be extended in Hawa-mahal bazar from Banderwal gate to Chandi-ki-taksal;

One s. A. F. guard made up of one Inspector, 1 sub-Inspector, 2 head-constables, and 20 constables armed with .303 rifles and 20 rounds each shall cordon around the tent for 'watch and ward' purposes;

City Inspector will be incharge of the arrangements from Sire deorhi gate included to Banderwal gate excluded;

The City Superintendent will supervise the arrangements from Banderwal gate included to the tent excluded;

The Inspector-in-charge s. A. F. will be in exclusive charge of the tent and its valuable contents:—

Requirements.	Inspectors	=	2
	sub-Inspectors	=	5
	head-constables	=	12
	constables	=	92

The entire force for street-lining duty will be supplied by the Kotwali, while the s. A. F. guard composed of 1 Inspector, 1 sub-Inspector, 2 head-constables and 20 constables will be drawn from the reserve Lines.

The Superintendent C. I. D. will detail 1 head-constable and 8 constables in plain clothes *en route* and around the tent, with instructions to shadow the local badmashes and undesirable characters.

Moharram is solemnised by taking out thickly attended processions on the 5th, 7th, 9th and 10th days of the month of Moharram to celebrate Allams, Mehndi, Qatal-ki-rat and Ashra respectively. The last procession marches to Karbala situated near Luxman doongri, about a mile and a half north of the city.

The following Police guards shall be detailed with the 15 Tazias which are taken out every Moharram:—

Tazia Captain Jiwan Ali ... 1 head-constable and 4 constables.

Tazia qilajat from Ramganj ... 1 head-constable and 4 constables.

Tazia tilangan Infantry	...	1 head-constable and 4 constables.
Tazia mahawatan Ghat gate	...	2 head-constables and 8 constables.
Tazia julahan Ghat gate	...	1 sub-Inspector, 2 head-constables and 8 constables.
Tazia panchaiti Ghat gate	...	1 sub-Inspector, 1 head-constable and 4 constables.
6 Tazias of Tawafan	...	1 head-constable and 4 constables each
Tazia Farrashan	1 sub-Inspector, 2 head-constables and 8 constables.
Tazia Pannigaran	1 head-constable and 4 constables.
Tazia Sarkari	1 sub-Inspector, 2 head-constables and 8 constables.
Tazia mohallah Kharadian	...	1 head-constable and 4 constables.

Half the above numbers will do duty for first 8 days. On and from the 9th moharram till the burial of tazias, full numbers shall be sent. The first half will be supplied by the city Kotwali and the other half on the 9th and 10th moharram, by the reserve Lines.

1 Inspector, assisted by 2 sub-Inspectors, 2 head-constables and 30 constables of the s. a. f. drawn from the Reserve lines, will lie in reserve at Manak chowk on the 5th, 7th, 9th and the 10th moharram, when the Tazias come out for Alams, Mehndi Qatal-ki-rat and Ashra.

On the last day, the s. a. f. reserve will take their post at 9 p. m. on the 9th moharram and remain posted at Manak chowk till the afternoon of the 10th moharram when the main procession marches to Karbala.

Allams start from Ghat gate and meet at Choraha Nawab

The Allams.

Wilayat Ali Khan, where an unusually big crowd collects. From this Choraha, the procession proceeds towards Risaldar Abdullah Khan's rasta where again spectators muster strong. From this place the procession marches *via* taxal to Manak chowk which is the terminating point. Over and above the guards detailed with the various Tazias, the following numbers will do duty for the Allams :—

2 sub-Inspectors, 2 head-constables and 12 constables will do duty with the procession,

1 sub-Inspector assisted by 1 head-constable and 6 constables will police the Ghat durwaza Julahan,

1 sub-Inspector assisted by one head-constable and 6 constables will police the Ghat durwaza Mahawatan,

1 head-constable and 4 constables will be posted at haweli Nawab Sahib.

1 head-constable and 4 constables will look after mohallah Pannigaran.

1 head-constable and 4 constables will be posted at Risaldar Abdullah Khan's haweli.

All the extra guards supplied on the Allam day, will be drawn from the Kotwali.

On the 7th moharram *i. e.*, the Mehndi day, guard nos. 2, 3 and 5 of the Allams day will do duty at the same places, while guard no. 6 of that day will turn out for duty at the main Ghat gate; all extra force being supplied by the Kotwali, like the Allams day.

The Mehndi

On the night of the 9th moharram, the Police guards deputed with the various Tazias will be doubled, before they start the qatal-ki-rat procession. The S. A. F. reserve will reach Manak chowk at 9 p. m. and keep steadfast to their posting throughout the progress of qatal-ki-rat procession and the small processions conducted the next morning.

The Qatal-ki-rat

They shall not leave this post till the main procession has left taxal on the following afternoon.

Rallying point for the start of main Tazia procession is the extreme north of Hawa-mahal bazar in front of the Taxal. Tazias in ones and twos attended by their respective guards march to this point from their respective head-quarters and take their places in the order of precedence fixed amongst themselves for the march of the main procession. The main procession thus formed, marches to the Karbala about 4 p.m. on the 10th moharram; the usual route being Pan-ka-dariba, the Gangapole gate and the Luxman doongri road, except in case of sarkari Tazia which marches through the Zorawar singh gate. The routes will be policed as follows:—

1 sub-Inspector, 1 head-constable and 16 constables assisted by 36 chowkidars will line the route from Taxal to Gangapole gate,

1 head-constable and 4 constables will picket Gangapole gate,

1 sub-Inspector, 2 head-constables and 15 constables will be extended along Luxman doongri road from the Gangapole gate to the Karbala,

1 head-constable and 4 constables will picket Zorawar singh gate,

1 sub-Inspector, 2 head-constables and 16 constables assisted by 36 chowkidars will line the open road from Zorawar singh gate to Karbala,

1 Inspector, 1 sub-Inspector, 2 head-constables and 30 constables drawn from the reserve Lines will regulate fair arrangements at Karbala, while the s. A. F. reserve will move down to this place from Manak chowk, marching immediately behind the last line of Tazias in the main procession.

The city Superintendent will be in charge of the main

procession and will accompany the same in person; at the Karbala, he will superintend the fair arrangements. The Superintendent, reserve Lines, will be in charge of the route arrangements and the Dy-Inspector General will exercise general supervision over all the arrangements under guidance of the Inspector General.

All ranks will wear working dress; officers will carry revolvers, and head-constables and constables, pattern sticks and batons respectively.

The officers commanding the various units will depute one officer with 2 sepoy each, for keeping order amongst the members of their respective units who come to watch the procession and the fair.

The chief Justice will depute a competent Magistrate for dealing with emergencies.

The Superintendent C. I. D. will detail 1 head-constable and 8 constables in plain clothes *en route* and at Karbala, with instructions to shadow agitators who are known for their communal activities and to keep an eye on local badmashes and undesirable characters.

Requirements.	{ Inspectors	=	2
	{ sub-Inspectors	=	6
	{ head-constables	=	11
	{ constables	=	115

SOURCES:—

The city Kotwali will supply 1 Inspector, 3 sub-Inspectors 5 head-constables and 70 constables.

The reserve Lines will supply 1 Inspector, 3 sub-Inspectors, 6 head-constables and 45 constables.

Idgah is situated about one mile north of the Char-darwaza gate, where Id prayers are offered at about 9 a.m. with a large congregation. A small platform known as 'Police chabutra' is put up behind the

Idgah for the reception of State Qazi, who leads the prayers on behalf of the State. A Police flag is hoisted on this chabutra on the occasion of every Id, a couple of hours before the prayers are said. According to the local custom, the Police Kotwal is required to meet the Qazi at this chabutra on the conclusion of prayers and present him with '*Ilachees* and *Betels*' before he leaves Idgah.

A small fair is held during morning hours at the Char-darwaza, where people *en route* to and from Idgah, go in merri-go-rounds and hold rejoicings, as in all other fairs. The following Police arrangements will be made on the occasion of every Id:—

1 Inspector, 1 sub-Inspector, 2 head-constables and 20 constables will police the Idgah.

1 sub-Inspector assisted by 1 head-constable and 12 constables will picket Jumma masjid in the Johri bazar.

Three parties composed of 1 head-constable and 4 constables each will look after the following 3 mosques:—

mosque outside Sanganer gate.

mosque outside the Ghat gate

mosque Mochian

The streets and roads between the Manak chowk and the Idgah will be lined as follows for regulating the traffic which goes and down for prayers between the hours of 8 and 12 a. m.

1 head-constable and 8 constables will line the Ramganj bazar,

1 head-constable and 6 constables will police the Ramganj choupar,

1 head-constable and 12 constables will be extended from Ramganj choupar to the Char darwaza, both excluded,

1 sub-Inspector, 1 head constable and 20 constables will police the Char darwaza and regulate the fair arrangements held inside the area enclosed by this four sided gate,

1 sub-Inspector, 2 head-constables and 24 constables assisted by 48 chowkidars will line the Ziauddin rasta from Char darwaza to the Idgah,

One s. a. f. guard drawn from the reserve Lines composed of 1 sub-Inspector, 2 head-constables and 24 constables, half armed with .303 rifles and 20 rounds each and half with regulation lathies, will be posted at the Char darwaza, for meeting with any emergencies.

1 sub-Inspector, 1 head-constable and 4 constables of the traffic staff will be deputed at the Idgah for parking conveyances; a similar traffic guard at the Char darwaza for the fair.

The city Superintendent will supervise the arrangements from Char darwaza to Idgah, both included and the Superintendent, reserve Lines, along the streets inside the city; while the Dy-Inspector General will exercise a general supervision over all the arrangements.

The officers commanding the various units will depute 1 officer with 2 sepoys each, for keeping order among the members of their respective units, who come to join the Id prayers or to watch the Id fair at the Char darwaza.

The chief Justice will depute a competent Magistrate for dealing with emergencies.

The Superintendent C. I. D. will detail 1 head-constable and 8 constables in plain clothes *en route* and at the Idgah, with instructions to shadow suspects who are known for their communal activities and to keep an eye on the local badmashes and undesirable characters.

Requirements	{ Inspectors	=	2
	{ sub-Inspectors	=	7
	{ head-constables	=	16
	{ constables	=	146

SOURCES :—

The city Kotwali will supply 1 Inspector, 3 sub-Inspectors, 12 head-constables and 70 constables.

The reserve Lines will supply 1 Inspector, 3 sub-Inspectors, 4 head-constables and 50 constables, besides the s. A. F. reserve, which will also be drawn from the reserve Lines.

Other places in the State where religious festivals and fairs are held periodically are,—Hindaun, Bandikui, **Muffassil fairs.** Baswa, Gangapur, Todabhim, Dausa, Lalsot, Todaraisingh, Diggi, Lamba, Sambhar, Naraina, Renwal, Jeen, Chaksu, Newai, Sawai Madhopur, Jhunjhunu, Nawalgarh, Surajgarh, Tain and Gudha. The more famous are the Mahabir fair at Hindaun, the Silki fair at Chaksu and the Mata fair of Jeen.

Ordinarily the divisional Superintendents of Police and the Nazims concerned assisted by the local Police and Nagas under their commands, are responsible for regulating arrangements at all local fairs held in the muffassil, but if, on any particular occasion the peace of a particular locality is in danger, due to any communal or political movement, which may be in swing at the time, reinforcements shall be sent from the reserve Lines, Jaipur, according as requisitioned by the Superintendent of Police and the Nazim concerned. Particularly during Moharrams, if communal feelings are running high at any place where this festival is celebrated, adequate protection will be given and strong guards of Police sent from Jaipur, according as the situation requires.

For the three more important fairs, reinforcements will be sent from reserve Lines, Jaipur, as follows:—

Mahabir.—1 Inspector, 2 sub-Inspectors, 6 head-constables and 60 constables of the s. A. F., half armed with 303 rifles and 40 rounds each and half with regulation lathies.

Silki.—1 sub-Inspector, 3 head-constables and 30 constables, half armed with .303 rifles and 40 rounds each and half with regulation lathies.

Jeen-ki-mata.—1 sub-Inspector, 2 head-constables and 20 constables, half armed with .303 rifles and 40 rounds each and half with regulation lathies.

The birthday of His Highness the Maharaja Sahib Bahadur is celebrated in the State with great eclat; sports, games, races, at homes, dinners, feasts, banquets, durbar, processions, prayers, parades and displays of military feats are invariably held on this occasion while public buildings in the city and suburbs are tastefully decorated and illuminated for a full week.

The following Police arrangements will be taken in hand for peaceful celebrations of the more important functions, held in connection with the Maharaja Sahib Bahadur's birthday:—

The hockey, football and cricket tournaments are invariably held in the beginning of the birthday week; the preliminary games are played at the 2 grounds in the Ramniwas gardens and Police play-ground in the reserve Lines, while the advanced matches take place in the J. C. C. grounds followed by giving away of prizes and the tournament cups. All games connected with the Polo tournament are played in the Jaipur club polo grounds, followed by 'at homes' after the semi-finals and the finals. During the preliminary rounds of various matches, skeleton Police arrangements will be made by city Police at the J. C. C. grounds, the union grounds and in the ramniwas gardens, while the Superintendent, reserve Lines, will make similar arrangements in the Police lines play-ground. Guards of 1 sub-Inspector, 2 head-constables and 16 constables each will be detailed at each of these 3 grounds, whose duty it will be to keep order among the spectators and to check unauthorised persons

from entering the grounds, during the course of games. The matches will be regulated and managed by the Maharaja's college authorities in the J. C. C. grounds, infantry officers in the union grounds and the Superintendent reserve Lines in the Police grounds. No interference shall be made by the Police on duty, in the arrangements made by these authorities for admission of visitors, seating of spectators and allotment of seats.

For semi-finals, 1 Inspector, 1 sub-Inspector, 2 head-constables and 30 constables will be detailed at the J. C. C. grounds and 1 sub-Inspector, 1 head-constable and 15 constables at the union grounds, while the Police play ground is not used beyond the preliminary rounds. The city Superintendent will supervise the arrangements at the J. C. C. grounds and the city Inspector at the union grounds. Both the guards will be drawn from the Kotwali.

For finals which are invariably played at the J. C. C. grounds, the city Superintendent assisted by 1 Inspector, 3 sub-Inspectors, 6 head-constables and 60 constables of the city staff, will cordon round the said grounds, detailing 15 men along each flank. At the close of each final match, His Highness gives away the prizes including the tournament cups and a small queue is formed in front of the pacca dais, for this purpose. The cordon Police, therefore, as soon as a final match has ended and the closing whistle blown by the city Superintendent, shall close and advance inwards in 'double' along their respective flanks (the south flank guard closing without advancing) and form a close 'hand to hand' cordon around the dais, so as to keep a sufficient space clear of spectators, in front of the dais for the prize-giving ceremony.

1 sub-Inspector, assisted by 1 head-constable and 6 constables of the traffic staff will do parking along the road running south of the J. C. C. grounds.

For the 1st round of Polo tournament which is invariably

held in the Jaipur club polo grounds, a guard of 1 sub-Inspector, 3 head-constables and 30 constables shall be detailed from the reserve Lines, for keeping order among the spectators. The three open flanks will be lined by 1 head-constable and 10 constables each, while the club building flank will be looked after by the permanent club guard. 1 sub-Inspector, 1 head-constable and 6 constables of the traffic staff will do parking outside the club entrance.

For the 2nd round of Polo tournament which is invariably followed by an 'at home' at the Jaipur club, Inspector s. A. F. assisted by 2 sub-Inspectors, 6 head-constables and 60 constables of the s. A. F. will line the three open flanks, while the permanent club guard will look after the club building flank. The city Superintendent will supply 1 sub-Inspector, 1 head-constable and 6 constables of the traffic staff, for parking conveyances outside the club gate. The Superintendent, reserve Lines, will be in charge of this part of the arrangements.

For the final Polo match, which likewise is followed by an 'at home' at the Jaipur club, Inspector s. A. F. assisted by 3 sub-Inspectors, 9 head-constables and 90 constables of the s. A. F. will cordon round the polo grounds. 30 constables will be extended along each line of the three open flanks, while the permanent club guard will line the building flank. 1 sub-Inspector, 1 head-constable and 10 constables of the traffic staff will park conveyances outside the club entrance. The Superintendent, reserve Lines will be in charge of this arrangement.

For gymkhana sports which are ordinarily followed by an 'at home' at the Jaipur club, Inspector s. A. F. assisted by 6 sub-Inspectors, 12 head-constables and 120 constables of the s. A. F. will cordon around the club grounds. 40 constables will be extended along each line of the three open flanks, while the permanent club guard will guard the building flank. A traffic guard, composed of

The Gymkhana
sports.

1 sub-Inspector, 1 head-constable and 12 constables supplied by the Kotwali, will park conveyances outside the club entrance. The Superintendent, reserve Lines, will be in-charge of this arrangement.

For purposes of Police arrangements required to be made on the occasion of village sports which are held in the Chaugan grounds the Chaugan area will be divided into the following eleven blocks.

Block 1—shall consist of the parking area outside Chaugan grounds, between the Gangori gate and the Khura of Brahmpuri in the Gangori bazar. 1 sub-Inspector, who will be placed in charge of this block, assisted by 1 head-constable and 12 constables of the traffic staff, will park conveyances outside the main entrance, down the Gangori gate.

Block 2—shall consist of the Gangori gate, the Chaugan gate and the open area between these two gates. 1 head-constable with 2 constables each, will picket the Gangori and the Chaugan gates, with 1 head-constable and 6 constables extended along the area in between; while the two side mories will be picketted by 1 constable each. An officer of the rank of sub-Inspector will be placed in charge of the block.

Block 3—shall consist of the mori on the west which opens into the Gangori bazar, two mories in the extreme south opening into the palace grounds, the flank adjoining the hathi-khana and the winners' enclosure known as the police camp put up behind the big pipal tree. All the mories and the hathi-khana passage will be policed by 1 constable each. The winners' enclosure will be cordoned by 8 constables on the west and 8 on the north, while the southern and the eastern flanks are pre-protected by the palace enclosure walls. The passage between the running space of the track and the winners' enclosure, will be lined by 10 constables posted diagonally in two lines, whose duty shall be confined to clearing the way for the

winners and their animals both on entering and leaving, without however, obstructing the general public going up and down through their lines. A sub-Inspector will keep charge of the winners' enclosure, while the general charge of the block will be held by an officer of the rank of Inspector.

Block 4.—shall consist of two mories opening into palace grounds, the southern and the eastern flanks of the running space, the hathi-ka-than, the moti-burj, chini-burj and the two wrestling arenas put up by the side of the Hathi-ka-than. The two mories will be policed by one constable each, while a third constable will be placed in between, at the protruding corner of the hathi-ka-than 3 constables will be extended along the flank wall below the moti burj, 6 yards out and 6 yards from each other; and the two flanks of the running space will be lined by 1 head-constable and 6 constables each. The two wrestling arenas will be looked after by 1 head-constable and 8 constables each; 1 sub-Inspector will be placed in charge of the area between the chini burj and the moti burj, while the rest of the area in this block will be entrusted to the charge of an officer of the rank of Inspector.

Block 5.—shall consist of a gate on the west which opens into the shikar-khana, the students' enclosure, the ladies' enclosure, the staff enclosure and the western flank of the running space. The gate will be picketted by 1 lance head-constable; and the students' enclosure by 1 head-constable, 1 lance head constable and 1 constable and 9 constables extended 3 each on the northern southern and western flanks, the fourth flank which forms the front of the enclosure being left to the charge of the Principal Maharaja's college, who is responsible for regulating admission and keeping order among the boys 1 sub-Inspector and 6 specially selected constables will form an outer line behind the ladies' enclosure; the seating and guarding arrangements being left to the scouts' association 1 head-constable and 10

constables will be extended along the line of the track enclosed by this block. The charge of the block will be entrusted to an officer of the rank of sub-Inspector.

Block 6.—shall consist of the lower half of the open ground on the west of the track. 1 head-constable with 10 constables will be extended along this bit of the track, under 1 sub-Inspector who will be placed in charge of the block.

Block 7 —shall consist of the teej gate and gorha mori both opening into the palace grounds, the shyam burj, His Highness's enclosure, the gentry's enclosure and the lower half line of the track on its east. The teej gate will be policed by 2 constables, and the gorha mori and shyam burj by 1 constable each. 10 constables will be extended along the half eastern line of the track, under 1 senior head-constable who will keep general charge of the block, excluding the two special enclosures.

One gazetted officer, assisted by 1 sub-Inspector, 3 head-constables and 15 constables, will be placed in charge of the gentry's enclosure, while the S.A.F. Inspector, assisted by 1 sub-Inspector, 2 head-constables and 25 constables of the S.A.F., will arrange a cordon around His Highness's enclosure.

Block 8 —shall consist of the walled area north of the shyam burj on the east, a temporary kacha wall on the north, and the upper half line of the track on the west. 1 head-constable and 4 constables will be extended along the northern kacha wall and 1 head-constable and 10 constables along the upper half line of the track, under 1 sub-Inspector who will keep general charge of the block.

Block 9 —shall consist of the open area situated on the west of the track with the rath-khana gate and the langer-ki-mori opening on the west, a temporary kacha wall on the north and the western upper half line of the track on the east. The gate and the mori will be policed by one constable each, the kacha wall by 1 head-constable and 4 constables in extension

formation while the western half line of the track will be lined by 1 head-constable and 10 constables, under 1 sub-Inspector who will keep general charge of the block.

Block 10—shall consist of the starting point and the competitors enclosure in the extreme north of the track. 1 head-constable and 5 constables each will be extended along the eastern and western flanks of the block; 1 head-constable and 6 constables will cordon around the competitors enclosure and 1 head-constable and 4 constables will picket the starting point, under 1 Inspector who will keep general charge of this block.

Block 11.—shall consist of the area enclosed by Rathkhana outside the western enclosure wall of the chaugan grounds. One gazetted officer assisted by 2 sub-Inspectors 4 head-constables and 25 constables will picket the various points in the rath-khana building, on the top of which the uninvited gentry of Jaipur is allowed to come, sit and watch the show from the roofs. This guard will police both inner and outer gates of the rath-khana as well as the stairs leading to the main roof. 1 sub-Inspector, 1 head-constable and 10 constables will be posted in extension formation on the top of this roof and two specially selected constables at the mouth of mori below which opens into chaugan grounds, with instructions to direct lady visitors to the "ladies enclosure" through the lines of boy scouts.

Small moving patrols made up of 1 head-constable and 2 constables each, will be detailed in each of the 11 blocks, with instructions to take charge of unclaimed children, unclaimed property and unclaimed cattle, if any and for the purposes of carrying informations.

Outside the chaugan, the city Superintendent will post 1 head-constable and 4 constables to line the Gangori bazar up to the Chaugan entrance; similar numbers from chowk Amber to Tirpolia gate, chowk Amber to Chandpole gate and chowk Amber to Ajmere gate; and double this number around the

chaupar Amber, with instructions to keep the roads clear of pedestrians and cattle for the wheel traffic to pass without obstruction.

A traffic guard composed of 1 sub-Inspector and 6 constables will be posted inside the Tirpolia gate for parking Their Highness's conveyances; another traffic guard made up of 1 sub-Inspector, 1 head-constable and 6 constables, in the Jaleb chowk for parking the conveyances of visitors who bear tickets for that entrance.

Reserve 1.—1 sub-Inspector with 2 head-constables and 24 constables, half armed with regulation lathies and half with 303 rifles and 20 rounds of ammunition each, will lie in reserve in the Police camp in block 3. Directly His Highness has entered his enclosure for giving away the prizes, this reserve will form a strong cordon in front of the shamiana, making a small queue about 6 yards square, for presentation of winners to His Highness. For the rest of the time, the reserve will wait for orders on the raised ground around the big pipal tree standing in the middle of block 3, with their arms piled and sentried in the police tent put up by the side of this tree.

Reserve 2.—A 2nd reserve made up of 1 sub-Inspector, 1 head-constable and 12 constables armed with batons will be stationed in block 7. This reserve will be required to form a cordon around His Highness's elephant, if he alights down the moti burj for watching the show, otherwise they will lie in reserve inside the walled area below shyam burj, except when called out for any emergency.

The two reserves will reach the chaugan grounds early in the morning and make skeleton arrangements commencing from 7 a. m., in order to pass the competitors through the gangori and chaugan gates on to the track and hand them over to the revenue officers deputed in the competitors block for running the heats. The traffic Inspector and his party will reach the

Changan grounds at 10 a. m. They will be responsible to see that no unauthorised conveyances or cattle, excepting those actually joining the competition, are allowed in during the morning hours. The two reserves and the traffic guard will hold the gates and the track, till 12 in the noon when all officers and men deputed for the main duty will arrive at the grounds and take up their respective posts. On their arrival, both the reserves will be relieved and given a recess for one complete hour, after which they will be called on again and stationed at their respective points, while the traffic Inspector and his party will move down to the Tirpolia gate.

The Superintendent, reserve Lines assisted by the city Inspector will supervise the Police arrangements in blocks 4, 7 and 8 i. e. the area situated east of the track, while the city Superintendent and the Inspector Sawai-Jaipur circle will look after blocks 1, 2, 3, 5, 6 and 9 on the west of the track, including its southern flank.

The crowds will begin to disperse directly after the fire-works end, but the Police shall not on any account leave their posts till the final close bugle is sounded.

All constables forming lines or cordons will, unless otherwise directed, face inwards and outwards alternately, in diagonal formations.

If any crime is reported from a quarter inside the fair, the nearest constable will hand over the offender, if caught, to the patrolling guard of the block concerned, and the latter will take him to the Police camp, whence reserve no. 1 will furnish the requisite number of men for escorting the prisoner to Kotwali. In the event of an affray, riot or a serious accident occurring inside the fair grounds, the constable or officer obtaining the first information shall blow his whistle giving three successive blasts, whereupon the lathi party of the main reserve will double up to the spot and take charge of the case, pending arrival of

the investigating Police.

Requirements:	Inspectors	=	4
	sub-Inspector	=	17
	head-constables	=	49
	constables	=	342

SOURCES:—

The city Kotwali will supply 2 Inspectors, 6 sub-Inspectors, 15 head-constables and 80 constables.

The reserve Lines will supply 2 Inspectors, 11 sub-Inspectors, 34 head-constables and 262 constables. In order to raise the required numbers, the Superintendent reserve Lines will draft on head-quarter offices and Sawai-Jaipur and Amber districts as follows:—

	S. I.	H. C.	C.S.
Offices and C. I. D.	= 4	6	60
Jaipur district	= 2	4	20
Amber district	= 2	4	20

The Birthday parade. Arrangements for keeping off spectators from entering the Transport grounds, where a mass ceremonial parade is held this day, will be regulated by the officer commanding the Transport corps. The city Superintendent will detail 1 sub-Inspector, 1 head-constable and 6 constables of the traffic staff for parking conveyances of visitors.

The Gymkhana races Gymkhana races which are invariably followed by an 'at home' are run at the new race course, behind the Cavalry lines. The time fixed is usually 4 p. m., but people not infrequently begin to muster around the course, very much earlier. The area in and around the course, and the road leading to and through the cavalry Lines, shall be policed at 2-30 p. m. or earlier, according as the starting time is fixed every year.

Besides the booking and the judges boxes, four enclosures

are generally put up along the winning post, the first two for His Highness, his guests and their refreshments; the third for the gentry paying Rs. 2/- per ticket; and the fourth for the general public paying -/4/- annas per ticket. The area between the enclosures and the cavalry road has been cut up into a horse stand and a paddock with a narrow passage running in between. A small strip of land has been reserved by the side of the paddock on its north for parking distinguished cars, while all other cars and conveyances are parked in the open area situated west of the cavalry road. The rest of the area outside the circle of race course, is open to public without any charge or restriction, but no one shall on any excuse, be allowed to enter the actual track nor the inner circle of the course. The Police duty shall be performed as follows:—

The length of the Khatipura road between the Jaipur club and the cavalry lines will be lined by 2 head-constables and 20 constables; the nala running at the base of the lines by 1 head-constable and 4 constables and the small portion of this road from nala up to the turning to left by 1 head-constable and 8 constables, while the private road which connects the main road with the race course, will be looked after by the officers and men of the Jaipur Lancers. The officers and men posted along these roads shall be responsible for keeping the routes and approaches to race course, clear of pedestrians and cattle for the visitors' and spectators' conveyances, to pass without obstruction; special care being taken on the approach of flagged motors of Their Highnesses and the Resident both on their arrival and departure.

The gentry passage will be picketted by 1 sub-Inspector, 1 head-constable and 8 constables and the pedestrians entrance by 1 head-constable and 4 constables.

1 sub-Inspector, 2 head-constables and 16 constables will be extended diagonally at the end of the cavalry road, in front of

the parking area.

Two parties made up of 1 sub-Inspector and 12 constables each, will picket the two flanks of booking offices.

1 sub-Inspector, assisted by 1 head-constable and 4 constables, will do the watch and ward around His Highness's refreshment enclosure.

1 sub-Inspector 1 head-constable and 2 constables will picket the inner entrance to the gentry's block.

1 Inspector, assisted by 2 head-constables will picket the inner entrance to His Highness's block. The Inspector in charge will be personally responsible to see that the gentlemen who enter this block from the gentry's enclosure, possess invitation cards, besides the Rs. 2/- tickets or the workers' badge, as the case may be.

One gazetted officer, assisted by 1 Inspector, 2 sub-Inspectors, 2 head-constables and 12 constables will hold the main entrance to His Highness's enclosure. The Inspector assisted by 2 constables will take his post at the gate and the rest of the guard detailed to cordon round the area, reserved for the cars and conveyances of His Highness and his distinguished guests, including the Resident.

The race course circle outside the area enclosed by various boxes and enclosures, will be lined by 40 constables, under 8 head-constables and 4 sub-Inspectors; with 80 chowkidars armed with lathies interlined between the line of constables at the rate of two to one constable. While the constabulary force will be responsible generally for keeping the track clear, the duty of the chowkidars shall be confined to keeping off the dogs and cattle, from entering the circle and the inner arena.

A traffic guard composed of 1 sub-Inspector, 1 head-constable and 16 constables will be detailed to park the conveyances at the terminus of the cavalry road.

One S.A.F. guard, composed of 1 sub-Inspector, 1 head-constable and 15 constables armed with regulation lathies, will lie in

reserve at the terminus of the cavalry road.

Another small reserve of 1 sub-Inspector, 1 head-constable and 10 constables will be stationed inside the -/4/- annas block. At moments of rush and pressure, this reserve will form a lath cordon along the line of booking windows, allowing the purchasers through the space between them and the booking boxes on the west and passing them out through this space on the east.

The city Superintendent will be placed in charge of the arrangements in and around the enclosures, boxes and the booking offices. The Superintendent, reserve Line, will superintend the lining duty around the circle of race course ; and the city Inspector, along the cavalry and Khatipura roads while the Dy-Inspector-General will exercise general supervision over all Police arrangements.

Requirements.	{	Inspectors	=	2
		sub-Inspectors	=	15
		head-constables	=	25
		constables	=	183
		chowkidars	=	80

SOURCES:—

The city Kotwali will supply 1 Inspector, 6 sub-Inspectors, 15 head-constables 80 constables and 80 chowkidars.

The reserve Lines will supply 1 Inspector, 11 sub-Inspectors, 14 head-constables and 123 constables

The officers commanding the various units will depute one officer with two sepoy each, for keeping order amongst the members of their respective units, who come to watch the races.

The Superintendent C.I.D will detail 1 head-constable and 8 constables in plain clothes *en route* and at the race course. with instructions to shadow the known badmashes and undesirable characters.

The kool-devi Pujan ceremony is performed inside the

The Kool-devi Pujan city palaces by His Highness in person, on the evening preceding birthday. No police arrangements are required to be made inside the palaces, as the function is purely private, unattended by members of the general public. The Police shall be responsible to keep the route from the Rambagh to the City palaces, clear of cattle and pedestrians, for His Highness's car to pass without obstruction, both on his arrival and departure. For this purpose, the road from the Rambagh to the City palaces will be lined by 3 head-constables and 30 constables under 1 non-gazetted officer; 1 sub-Inspector, 1 head-constable and 8 constables will police the Amber chowk; 1 sub-Inspector, 1 head-constable and 6 constables will picket the Tirpolia gate; and 1 sub-Inspector, 1 head-constable and 6 constables of the traffic staff will park conveyances inside the Tirpolia gate.

No traffic shall be allowed to proceed from the directions of Manak chowk or Amber chowp towards Tirpolia gate, 10 minutes before His Highness's car is due to reach the Tirpolia gate, till he has actually got in, and 5 minutes before His Highness is due to leave this gate, till he has actually left out.

The arrangements for this function will be purely local, under the charge of the city Superintendent, who will detail the required force from his own city staff.

The Birthday. — On the actual birthday, when a Durbar followed by a procession is convened and taken out in the afternoon, His Highness visits the City palaces, not less than 4 times during the day, for performance of various ceremonies solemnized in connection with the birthday. The first of these visits is generally timed 8 a.m., followed by the 2nd, at about 11 a. m. In the afternoon, His Highness arrives at the diwan-i-am City palaces about 4 p m., for the birthday Durbar, when invariably the Resident follows about 15 minutes later. In the evening His Highness is invariably invited to a private

dinner, arranged inside the City palaces, in honour of his birthday.

From morning till close of the ceremonies in the night, the following wholetime guards will remain posted at various points and places this day, for regulating the traffic and passing His Highness' car to and from city palaces during his different visits.

Guard 1—1 sub-Inspector, 1 head-constable and 10 constables will line the road between the Rambagh palaces and the Ajmere gate.

Guard 2—1 head-constable and 2 constables will patrol the area inside the parkota of Ajmere gate and a similar number outside this gate at the junction of roads.

Guard 3—1 sub-Inspector assisted by 2 head-constables and 15 constables will line the route from Ajmere gate to Amber chowk.

Guard 4—1 sub-Inspector assisted by 2 head-constables and 10 constables will police the Amber chowk.

Guard 5—1 Inspector assisted by 1 sub-Inspector, 2 head-constables and 20 constables will line the portion of the Tirpolia bazar from Amber chowk to the Tirpolia gate.

Guard 6—1 head-constable and 8 constables will line the rest of the Tirpolia bazar from the Tirpolia gate to the Manak chowk.

Guard 7.—1 sub-Inspector assisted by 4 constables will park conveyances inside the Tirpolia gate.

The seven guards detailed above will be relieved at 1 p. m., the reliefs being found from the Kotwali centre. The relieved guards will be given a recess till 2-30 p. m., when they will be called on again to line the Johri bazar for the main procession.

A reserve of 1 sub-Inspector, 2 head-constables and 30 constables half armed with .303 rifles and half with polo sticks or lathies, will be placed in city Kotwali for emergency purposes. The reserve will move down to Manak chowk at 2-30 p. m. precisely, for passing the main procession.

After His Highness and the distinguished Sardars have

The Durbar and the procession. entered the city palaces for the Durbar, the various Police guards detailed along His Highness' route will be swung round as follows, for regulating arrangements of the birthday procession which starts immediately after the Durbar is called off.

Guard 7—will move down to Jaleb chowk for parking conveyances of visitors who are entitled to enter the Durbar Hall through the Sire deorhi gate.

Guard 6—will move down to Jaleb chowk and line the route between the Naqqar-khana gate and the Banderwal gate.

Guard 4—will move down to Hawa-mahal bazar and line the route between the Banderwal gate and the Manak chowk.

Guard 3—will move down and line the road between the Ajmere gate and the Gulab-bagh gate of the Ramniwas gardens, both excluded

The relieved force consisting of 1 Inspector, 5 sub-Inspectors, 9 head-constables and 69 constables will be extended along the Johri bazar and outside Sanganer gate, from the Johri bazar Manak chowk junction on the west, to the Gulab-bagh entrance of the Ramniwas gardens on the east

An additional guard made up of 1 Inspector, 2 sub-Inspectors, 6 head-constables and 24 constables will be detailed along the southern and western flanks of Manak chowk, while the armed reserve arrived from Kotwali will line in close formation, the mouth of the Ramganj bazar adjoining this chowk

The Superintendent, reserve Lines, will superintend the arrangements from the Sire deorhi gate to the Manak chowk, both included. The city Superintendent will take charge of the Johri bazar, and the city Inspector outside the city walls from Sanganer gate up to the terminating point, both included.

The Dy-Inspector-General will exercise general supervision

over all the arrangements.

Require- ments	Inspectors	=	3
	sub-Inspectors	=	12
	head-constables	=	27
	constables	=	194

SOURCES:—

The city Kotwali will supply 2 Inspectors, 6 sub-Inspectors, 14 head-constables and 80 constables.

The reserve Lines will supply 1 Inspector, 8 sub-Inspectors, 14 head-constables and 142 constables.

The officers commanding the various units will depute one officer with two sepoys each, for keeping order amongst the members of their respective units who come to watch the procession.

The Superintendent C. I. D. will detail 1 head-constable and 8 constables in plain clothes along the routes of the procession with instructions to shadow local suspects, and to keep a vigilant eye on the known badmashes and undesirable characters, more particularly in the much congested Johri bazar.

NOTE.—In case of paucity of men, the reserve Lines will be reinforced as follows during the birthday week:—

1 Inspector, 2 sub-Inspectors, 4 head-constables and 20 constables drawn from the Sawai-Jaipur district,

1 Inspector, 2 sub-Inspectors, 4 head-constables and 12 constables from the Amber district,

1 Inspector, 1 sub-Inspector, 2 head-constables and 10 constables from the Dausa district,

1 Inspector, 2 sub-Inspectors, 4 head-constables and 8 constables drawn from the Prosecution branch, Jaipur,

1 Non-gazetted officer, 2 head-constables and 8 constables from the local C. I. D. and a similar number from the special C. I. D.; and 1 sub-Inspector, 2 head-constables and 4 constables from the C. P. O.

2 head-constables and 6 constables each from the offices of Superintendents city and Sawai-Jaipur division, Amber and Torawati division and Sawai Madhopur and Malpura division.

APPENDIX V

Statements and Forms

APPENDIX V

STATEMENTS AND FORMS.

NAMES OF FORMS.

1. Form of First Information Report Register.
2. Form of Petty Offences Register.
3. Form of Special Report.
4. Form of Case Diary.
5. Form of Index of Police files.
6. Form of Order of appearance.
7. Form of Order for arrest.
8. Form of Order for search.
9. Form of Search memo of persons.
10. Form of House search memo.
11. Form of arrest intimation card.
12. Memo of property seized at the guidance of accused.
13. Form of unidentified corpse Notice.
14. Form of unidentified property Notice.
15. Form of lost and stolen property Notice.
16. Form of missing persons Notice.
17. Form of Hue & Cry Notice.
18. Form of Injury Statement.
19. Form of Death Statement-A.
20. Form of Death Statement-B.
21. Form of Death Statement-C.
22. Form of Inquest Report.
23. Form of Bail Bond.
24. Form of Personal Bond.
25. Form of Superdgi Nama.

NAMES OF FORMS

26. Form of Naksha Tasdiq Sakunat.
27. Form of Charge Sheet Slip.
28. Form of Conviction Slip.
29. Form of Remand.
30. Form of Final Report.
31. Form of optional.
32. Form of complete and incomplete Charge sheet.
33. Form of Police Brief.
34. Form of Daily Diary.
35. Form of Index to Standing orders.
36. Form of Absconders' Register.
37. Form of Deserters' Register.
38. Form of descriptive roll of Absconders.
39. Form of Proclaimed offenders' Register.
40. Form of Correspondence Register.
41. Form of Character verification Register
42. Form of Register of persons under security.
43. Form of stolen property Register not recovered.
44. Form of stray animal Register.
45. Form of unclaimed property Register.
46. Form of Village Watchmen Register.
47. Form of Police Officers' Register.
48. Form of State Property Register.
49. Form of Criminal Tribes Adult Members' Register.
50. Form of Criminal Tribes Childrens' Register.
51. Form of particulars of Village.
52. Form of village crime Note-book.
53. Form of cases traced to the Village
54. Form of village Conviction Register.
55. Form of Surveillance Register.
56. Form of change of residence of Surveillees.
57. Form of Bad Character Rolls.
58. Form of History sheets.

NAMES OF FORMS

59. Form of Monthly Index.
60. Form of Index to History sheets and Personal files.
61. Form of alphabetical Index to History sheets and Personal files.
62. Form of Index to Personal Files without number.
63. Form of Bad Livelihood Reports.
64. Form of Intimation Sheets received.
65. Form of Intimation Sheets despatched.
66. Form of Inspection Report.
67. Form of Licenses for sale of arms.
68. Form of Register of persons possessing arms.
69. Form of Licenses of Excise and opium.
70. Form of Licenses of explosives.
71. Form of Licenses of petroleum.
72. Form of Licenses of poisons.
73. Form of Licenses of Sarais.
74. Form of Cash Register.
75. Form of Permanent Advance Register.
76. Form of Departmental & Judicial Bills.
77. Form of Store-Room Register.
78. Form of Road Certificate.
79. Form of Cash Receipts.
80. Form of Lock-up Register.
81. Form of Register of proclaimed offenders.
82. Form of Register of extradition cases Part I.
83. Form of Register of Extradition cases Part II.
84. Form of Register of Appeals and Revision Part I.
85. Form of Register of Appeal and Revision Part II
86. Form of Special Crime Register.
87. Form of Register of Challans received in Prosecuting office.
88. Form of Register of Warrants and Summons.
89. Form of Register of Charge Sheet and Conviction Slips.

NAMES OF FORMS

90. Form of Crime Digest Register.
91. Form of Cash Book of Superintendent Police's Office.
92. Form of Posting Register.
93. Form of Leave Register.
94. Form of Defaulters' Register.
95. Form of Order Book.
96. Form of Black Book.
97. Special Crime Register.

FIRST INFORMATION REPORT.

Police Station.....

District.....

No.....

Date and hour of occurrence.....

1	Date and hour when reported.	
2	Name and residence of informant and complainant.	
3	Brief description of offence (with section) and of property carried off, if any.	
4	Place of occurrence and distance and direction from Police Station.	
5	Name and residence of the accused.	
6	Steps taken regarding investigation; explanation of delay in starting investigation.	
7	Date and hour of despatch from Police Station.	

INDEX OF CASE DIARIES.

Serial No	Date of Case Diary.	Name of investigating officer.	Serial No	Date of Case Diary	Name of investigating officer.	Serial No	Date of Case Diary.	Name of investigating officer.
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FINAL ACTION.

Date and hour of submission of Charge Sheet or Final Report and section under which accused are sent for trial.	Names of witnesses	Name and residence of accused. A. sent in custody B. on bail or recognizance C. not sent for trial.	Property (including weapons) found.
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RESULT OF THE CASE.

Date of receipt of challan in Court.	Offence according to which convicted or acquitted.	Result of the Case. (In case of conviction or acquittal, the name of Court, date and detail of the order.)
--------------------------------------	--	---

REGISTER OF PETTY OFFENCES.

1	2	3	4	5	6	7	8
Section and law offended against.	Substance of information, date when and place where offence was committed.	Name of Complainant.	Name of Accused.	Date and time at which information reached Police Station.	Name of the persons who appear to be acquainted with the circumstances of the case and detail of any property sent in the case	Accused how forwarded.	Finding and sentence.

SPECIAL REPORT REGISTER.

No.....of 193 .

Dated.....193 .

1	2	3	4	5	
No. of F. I. R. Description of offence and section of law offended against : also distance and direction of place from Police Station and name of Sub-Inspector and Police Station.	Number of persons.		Value of property.		Statement of the case, conduct of the Police. Steps taken by them, giving date of occurrence and of report of the Police.
	Supposed to have been concerned	Arrested	Taken.	Recovered	

CASE DIARY.

First Information Report No.....of 193 .

Case Diary No.

Date and Place of occurrence

Time and date of receipt in Police Station.

Time and date of despatch from Police Station.

Offence:—

Date (with hour) on which action was taken.	Serial No. of Report	Record of investigation.
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INDEX TO POLICE FILES.

District.	Police Station.	Section	Case No	Date of occurrence	Date of registration of case.	Date of decision.	
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SUBJECT

No of Case Diary.	Date	Name of Investigating officer.	No of leaves	No. of Case Diary	Date.	Name of Investigating officer.	No. of leaves
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ORDER FOR APPEARANCE.

Order for appearance under Section 153 and 168 J. C. P. C.

Whereas it is desired in the interest of investigation of Case
F. I. R.....U/s.....P.S.....you shall
come and make your statement before me on.....

Dated this.....day of.....19 .

(SEAL).

Signature.

ORDER FOR ARREST.

Order for Arrest under Section 45 of the J. C. P. C.

Whereas you.....son of.....
resident of.....stands charged with the offence
.....you are hereby directed to arrest the said person
and to produce him before me. Herein fail not.

Dated this.....day of.....,19 .

(SEAL).

Signature.

ORDER FOR SEARCH.

Order for Search U/s 158 of the J. C. P. C.

Whereas it is expedient in the interest of investigation of Case
F. I. R.....U/s.....
P. S.....,you shall go and search the house of
.....
under Section 159 J. C. P. C.

Dated this day of 19 .

(SEAL).

Signature.

FORM OF HOUSE SEARCH.

(1) Name.....son of.caste.....
of.....occupation.....witness 1.

(2) Name.....son of.....caste.....
of.....occupation.....witness 2.

The ^{person}_{house} of.....son of.....was searched

in my presence through
Mst.

when the following articles other than the wearing apparel were
recovered and taken in custody.

Detail of articles }
with description }

Signature of witness } (1)
 (2).

Signature of officer in-charge.. ..

Dated.. ...193

The.....

REPORT OF ARREST.

Under Section 51, Criminal Procedure Code.

Has the honor to report that.. ...son
of.... ..caste.resident of
.....has been apprehended this day
at.....o'clock on the charge of.. ..

Dated.

The.....

(SEAL).

Signature.

**MEMO OF PROPERTY SEIZED AT THE GUIDANCE OF
ACCUSED U/s 26 J. E. A.
27 E. A.**

Case :—

Witnesses :—

(1) Name.....s/o.....caste.....
occupation.....residence.....

(2) Name.....s/o.....caste.....
occupation.....residence.....

The following articles pointed out at.....by.....
son of.....caste.....occupation.....residence*.....
were recovered and taken in custody after taking signatures of the
witnesses

The articles.....concern case
.....as identified by... -son of
.....resident of.....

DETAILS OF ARTICLES.

- (1)
- (2)
- (3)

Dated.

Signature of Police Officer,
recovering the property with
designation.

Witness.

Witness.

* If the accused is in custody this fact should be mentioned with his residence.

DESCRIPTIVE ROLL OF UNIDENTIFIED PERSONS FOUND DEAD.

DESCRIPTION OF PROPERTY FOUND.

1	2	3	4	5		6					7	8	9
Annual Serial No.	District.	Name, parentage and residence of informant.	Date on which found.	PLACE WHERE FOUND.		DESCRIPTION.					Detail of property found.	Circumstances under which found and particulars likely to afford a clue to the identity of the deceased.	REMARKS.
				Village.	Police Station.	Sex.	Apparent age.	Height.	Complexion.	Particular marks.			

LIST OF UNCLAIMED PROPERTY OR CATTLE.

1	2	3	4		5	6	7	8
Annual Serial Number	District.	Name, parentage, and residence of person from whom recovered or by whom deposited.	PLACE OF RECOVERY.		Date of recovery.	Circumstances under which recovered and particulars likely to afford clue to the owner.	List of article/cattle with full description and value.	REMARKS.
			Village.	Police Station				

LIST OF PROPERTY LOST OR STOLEN AND STRAYED CATTLE.

1	2	3	4	5	6	7	8	9
Annual Serial number.	District	Name of Police Station and number and date of F. I. B. if any, with description of offence.	Date of loss or theft	Name, parentage and residence of complainant owner.	Description and value of property-lost/cattle-strayed or stolen.	Brief particulars of the case and circumstances likely in any way to afford clue to the property/cattle or the thief.	Reward offered	REMARKS

LIST OF PERSONS LOST OR MISSING.

[illegible]

HUE AND CRY NOTICE.

Serial No.	Name of district submitting notice.	Name of absconder with alias, parentage, caste, and village.	Police Station	District	F I R. no. Name of Police Station where offence was committed with date of absconding.	Description Roll of absconder.	Stolen property (only such articles may be mentioned which can be easily identified)	Reward recommended	Names of near relations and probable whereabouts of the absconder	REMARKS.
1	2	3	4	5	6	7	8	9	10	11

INJURY STATEMENT.

Date and hour of despatch.

1	2	3	4	5	6	7
Name of injured deceased person, parentage, caste, residence and condition in life.	Sex and supposed age	REPORT OF THE POLICE OFFICER		BRIEF REPORT AND OPINION IN SIMPLE LANGUAGE DICTATED BY THE MEDICAL OFFICER AND FOLLOWED BY HIS INITIALS.		
		Description of any injuries or marks of violence, received, wounds and bruises! position length and breadth.	Brief report by the despatching Police Officer stating the manner in which the injuries or death are supposed to have been caused. If by poison, the poison suspected to have been used, the date and hour it was administered; the date and hour of commencement of symptoms, the date and hour of death and the nature and duration of treatment adopted by the Police or friends, or relations of the deceased.	As to the means by which the injuries were caused.	In the case of injuries, and poisoning not causing death, extent of the injuries or sickness, and in the latter case, the nature of the poison ascertained or suspected.	In cases of death— (a) Whether death by violence is ascertained and cause of death and (b) where death is suspected from poisoning, the poison ascertained or suspected.

DEATH STATEMENT A.

Death report.....Sudden death from natural causes.

Report No.....Dated.....Police Station.

1. Name of place where death occurred.
2. Distance and direction from the Police Station jurisdiction.
3. Date and hour of discovery of death
4. Name, parentage of two or more persons who identify the body, as that of the deceased person named in this report.
5. Name of deceased.
Parentage.
Caste.
Residence.
Condition in life
6. Age and sex.
7. Condition of clothes, ornaments, etc., as not indicating an unnatural death.
8. Condition of limbs, eyes and mouth.
9. Expression of countenance.
10. Injuries or marks of violence, the body may have received.
11. Blood, liquid or clotted, where oozed from and to what amount.
12. In what manner or by what weapon or instrument, such marks of injuries or of violence appear to have been inflicted.
13. Is the body well nourished and vigorous or emaciated and weak ?
14. Apparent cause of death.
15. Any signs of death having been caused by violence or poison, or any rumours of such being the case.

(ENTRIES TO BE MADE ON REVERSE OF FORM 1.)

(second page.)

-
1. Description of each article of clothing, ornaments, covering weapon, etc., found on or near the body.
 2. Sketch-plan of the scene of death.
-

(third page.)

3. Brief history of the case

Dated.....

Signature of two or more respectable
inhabitants of the neighbourhood
present at the investigation.

(Signature of officer
conducting the
investigation.)

Signature of Magistrate
if any, supervising
the inquest.

Signature of officer if
any, supervising
the inquest.

DEATH STATEMENT B.

Death Report.....unnatural death by violence.

Report No.....Dated.....Police Station

1. Name of place where the death occurred or where body was found.
2. Distance and direction from Police Station jurisdiction.
3. Date and hour of discovery of death.
4. Names parentage and residence of two or more persons who identify the body, as that of the deceased person named in the Report.
5. Name parentage, caste, residence and condition in life of the deceased.
6. Age and sex.
7. Condition of the clothes, ornaments, etc., and marks of either having been forcibly removed or of being stained with blood or other matter.
8. Condition of the limbs, eyes and mouth
9. Expression of countenance.
10. Injuries or marks of violence, the body may have received.
In case of wounds and bruises, show position, length and breadth.
11. Blood liquid or clotted, where oozed from and to what amount.
12. In what manner or by what weapon or instrument, such marks of injuries or of violence appear to have been inflicted.
13. Was there any rope or other article round the neck or any mark of ligature on the neck?
14. Had such rope or article apparently been used to produce strangulation and if the body had been suspended by it, could

it probably have supported the body ?

In what mode was the other end of the rope attached to the support ?

15. Were there any foreign matters, such as weeds, straw, etc., in the hair or clenched in the hands of the deceased or attached to any part of the body ?
 16. Is the body well-nourished and vigorous or emaciated and feeble ?
 17. Is it stout, thin or decomposed ?
 18. Height by measuring head to foot.
 19. Distinguishing marks, position and appearance of moles, scars, etc.
 20. Apparent cause of death.
 21. Are there any circumstances or rumours tending to show that deceased killed himself ?
-

(second page).

entries to be made on reverse of form II.

1. Description of each article found on or near body.
-

Found actually on the body. Sent attached to body.	Sent in separate packet.	Found near the body.
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DEATH STATEMENT C.

Death Report.....Unnatural Death by Poisoning.

Report No.....Dated.....Police Station.....

Particulars relating to the case in addition to those given in form B.

1. Was deceased in good health previous to the attack ?
2. If not in good health, what was he suffering from ?
3. What medicine was he taking ?
4. What did his last meal consist of ?
5. What was the interval between the last meal and the commencement of symptoms ?
6. What the deceased last eat or drink before the commencement of symptoms ?
7. What was the interval between the very last time he ate or drank and the commencement of symptoms ?
8. What were the first symptoms ?
9. Was he thirsty ?
10. Did he faint ?
11. Did he complain of headache or giddiness ?
12. Did he appear to have lost the sensitivity of his limbs ?
13. Did he sleep heavily ?
14. Was he, at any time, insensible ?
15. Did convulsions occur ?
16. Did he complain of any peculiar taste in his mouth ?
17. Did he notice any peculiar taste in his food or drink ?
18. Was he sensible in the intervals between the convulsions ?
19. Did he complain of burning or tingling in the mouth and throat, or of numbness and tingling in the limbs ?
20. Was there vomiting ?
21. Was there purging ?
22. Was there pain in the stomach ?
23. Mention any other symptoms.
24. Had the deceased ever suffered previously from a similar attack ?

25. How many other persons partook of the meal or food or drink by which the deceased is supposed to have been poisoned?
 26. How many were affected by it and in what way?
 27. Did the deceased move from the place where the first symptoms were noticed; if so how far?
-

Dated.....

The.....

(Signature of two or more
respectable inhabitants
of the place present
at the investigation).

(Signature of officer, conducting
the inquest).

Signature of magistrate
if any holding the
inquest.

Signature of medical officer
and superior Police officer
supervising the inquest.

INQUEST REPORT.

Name of Police Station.....District.....

Nature of death.....Date of despatch.....

REPORT.

Dated this.....day of.....193

Signature.

BAIL BOND.

Under Section 52 of the J. C. P. C.

I hereby declare myself (or we jointly and severally declare ourselves and each of us) surety (or sureties) for.....
that he shall attend at.....in the Court of.....
on the day of.....next or on such day as he may
hereafter be required to attend, further to answer to the charge
pending against him and, incase of his making default therein,
I hereby bind myself (or we hereby bind ourselves) to forfeit to the
Ruler of the State, the sum of rupees.....

Dated this.....day of.....193 .

Signature.

Witness.

Witness.

**PERSONAL BOND AND BAIL BOND UNDER
SECTION 162 J. C. P. C.**

I (name) of.....being, charged with the offence
of.....and after inquiry required to appear before
the Magistrate.....on.....
and after inquiry called upon to enter into my own recognizance to
appear when required, do hereby bind myself to appear at.....
in the Court of.....on the.....day
of.....next (or on such day as I may hereafter be
required to attend) to answer further to the said charge, and, in case
of my making default herein, I bind myself to forfeit to the Ruler of
the State, the sum of rupees.....

(Signature.)

Dated this.....day of.....193 .

SUPARDGI NAMA

I.....son of.....
caste.....residence.....do
hereby promise to produce on demand.. ..connected
with case F. I. R. No.....U/s.....
Police Station.....entrusted to my charge this day.

Dated.....

(Signature)

Witness.

Witness.

CERTIFICATE REGARDING IDENTITY OF ACCUSED.

From Police Station..District.....
To Sub-Inspector of Police Station.....
 District.....accused.....son of
caste.....age.....
 description.....resident or mohalla.....
village or city.....Police Station
District.....
 arrested in connection with F. I. R. No.....U/s.....
gives his name and residence as noted above
 and states that he is known to.....and.....
and respectable men of village. Kindly.....
 answer the question written on reverse of this certificate.

Dated.....

Signature of S. H. O.

(Reverse).

Questions.	No.	Answer.
1. Are his name, address and residence as given by him correct ?		
2. Can the <i>Patels</i> and respectable men identify the name of the man, address and residence and do they give the same description as given by me on reverse ?		
3. Give his previous convictions in detail, if any.		
4. It should be noted if his name is entered in Register 10 or if his history sheet is maintained or if he associates with bad characters or if he is himself a bad character together with any other particulars known to you.		

(Reply).

From Police Station.....District.....
To Sub-Inspector of Police Station.....
District.....The history of this man
 has been ascertained through.....of.....
 and your questions have been answered.

Dated.....

Signature of S. H. O.

CHARGE SHEET SLIP.

Police Station.....District.....
 Serial No. of Charge Sheet Slip despatch register.....
 Charge Sheet Slip to accompany Charge Sheet No.....

- | | |
|--|-----------------------------------|
| (1) No. of F. I. R. | (1) Date of sending up for trial. |
| (2) Date of report. | (2) Date of arrival in court. |
| (3) Value of property (stolen, recovered). | |

1	2	3	4	5	6	7
Name of accused arrested, parentage, caste, residence, occupation, description and special marks of identification.	Offence under which charged by the Police and place of occurrence.	Date of arrest.	Date of transfer or escape	Offence which has been proved against the accused or in which he has been acquitted	Sentence, date of sentence, name of court and presiding officer, with his powers, the district in which the trial was held and whether the case was tried summarily or otherwise.	Previous convictions if any.

Dated.....

Signature of the Magistrate.

CONVICTION SLIP.

Name of the office of issue.....Date.....
 Police Station.....District.....
 Serial No. of Register.....

- (1) No of the First Information Report.....
 (2) Date of Report.....
 (3) Value of stolen property.
 property recovered.....
 (4) Date of challan.....
 (5) Date of arrival in the court.....

Name of the Police station to which the slip is sent.....

District.....

1	2	3	4	5	6	7
Name, parentage, caste, residence and description of the accused.	Place of occurrence and section of the offence charged.	Date of arrest.	Date of transfer or absconding.	Offence	Order of conviction and its Date Name of the court, Judge or Magistrate and the powers of the court, in which it has been decided	Previous convictions if any.

Dated.....

Signature of Magistrate.

REMAND SHEET.

No.....Police Station.....District.....

1	2	3	4	5	6	7	8	9
Date of application.	Name of complainant, parentage, caste and residence.	Name of accused with parentage, caste and residence.	Section of law	Date of arrest	Date up to which remand is required	Brief account of the case and reasons of remand	Order of the Magistrate.	

FINAL REPORT UNDER SECTION 166 J. C. P. C.

1	2	3	4	5	6	7	8
Name and address of complainant or informant.	Nature of charge or complaint	Description of property stolen, if any	Names and addresses of accused persons, if any.	If arrested, date and hour of arrest.	Date and hour of release and whether on bail or recognizance	Property (including weapons) found, with particulars of where when and by whom found and whether forwarded to Magistrate.	Brief description of information or complaint, action taken by Police with result and reasons for not proceeding further with investigation.

Despatched at..... $\frac{\text{A. M.}}{\text{P. M.}}$ on.....193 .

Signature of investigating Officer.

INFORMATION SLIP OF ABSTAINING FROM INVESTIGATION.

POLICE STATION ... DISTRICT

POLICE STATION					DISTRICT				
1	2	3	4	5	1	2	3	4	5
No. of F I R.		Name of complainant		Section of offence	Date of F I R.		Name of complainant		Section of offence
Reasons of abstaining from investigation		Section of offence		Reasons of abstaining from investigation	Date of F I R.		Name of complainant		Section of offence

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Please note that the Police have abstained from investigation of the above mentioned Case U/s 151 b I. O. P. O. for reasons stated in column No. 5 of the slip.

The counterfoil should be returned duly signed as receipt of this information.

Please note that the Police have abstained from the investigation of the above mentioned Case under Section 151 b J. O. P. O. for reasons stated in column No 5 of the slip.

The counterfoil should be returned duly signed as receipt of this information.

Date.

Station House Officer,

Station House Officer.

Seal.

Seal.

CHARGE SHEET.

1	2	3		4	5	6
Name, address and occupation of complainant or informant.	Names and particulars of accused persons not sent up for trial, whether arrested or not arrested, including absconders (absconders being shown in red ink.)	NAMES AND PARTICULARS OF ACCUSED PERSONS SENT UP FOR TRIAL.		Property (including weapons) found, with particulars of where, when and by whom found and whether forwarded to Magistrate.	Names and particulars of witnesses and what point each is called to prove	Substance of first information and finding of Police including section of law charged.
		In custody.	On bail or recognizance			

POLICE BRIEF.

1	2	3	4	5	6	7	8
Serial number	Names of witnesses	Precis of statements.	Reference to case diaries and paras thereof.	Relation of witnesses with the complainant	How the witnesses came to be known.	Probable defence of the accused.	Brief history of the case.

DAILY DIARY.

Police Station.....

District.....

Commencing at.....o'clock on the.....

and ending.....o'clock on the.....

1	2	3	4
Serial No.	Name of informant.	Summary of the report.	Substance of the report.

INDEX TO STANDING ORDERS.

1	2	3	4	5
Annual serial No	Subject.	Date.	Order.	Remarks.

REGISTER OF DESERTERS.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9
Serial No.	Date of entry in register.	Name, parentage, caste and description of deserter.	Residence	Date of desertion and name of regiment or corps	Reference to correspondence intimating information regarding deserter.	Remarks showing action taken to secure arrest	Date of arrest.	Name and rank of officer arresting deserter.

REGISTER OF ABSCONDERS.

District.....

Police Station.....

[illegible]

DESCRIPTIVE ROLL OF ABSCONDERS.

Police Station.....

District.....

1 Name, aliases, parentage, caste, residence and occupation.	
2 Offence, name of village and Police Station where committed, with number and date of F I R and date of absconding.	
3 Amount of property stolen and description of articles easily identifiable, if lengthy, write on separate sheet	
4 Amount of reward offered	
5 Possible whereabouts, names of relations and others, and places he is likely to visit	
6 Any other useful information likely to help in tracing the individual?	
7 Description How and from whom obtained?	
8 Photo Any record of?	
9. Finger prints Any record of?	
10 Height Tall, medium or short?	
11. Age If looks it, or older [or younger?	
12 Build Stout, thin, erect or stooping?	
13 Head - Large or small Any peculiarity Usually wears pagri or cap?	

DESCRIPTIVE ROLL.—(Continued.)

14. Face: Long, round, pock-pitted, smiling, scowling, wrinkled, any peculiarity?	
15. Complexion: Fair, dark or sallow.	
16. Beard or Moustache: Colour of, dyed, shape and size?	
17. Hair. Colour and quantity, curly or any peculiarity?	
18. Eyes: Blue, grey or dark brown, large or small, squint or cross-eyed, or any other peculiarities?	
19. Eyebrows: Colour, thick or thin, shape?	
20. Sight: Good or bad, wearing glasses or spectacles?	
21. Nose: Large or small or turned up Bridge, straight or curved, nostrils bored?	
22. Mouth and lips: Mouth usually closed or open, shows teeth, lips thick, thin, protruding; any other peculiarity?	
23. Teeth: Clean, discoloured, if any false or missing in front?	
24. Fingers: Long or short. Any peculiarity about nails Wears rings; any deformity?	
25. Chin. Round, pointed, turned up or dimpled?	
26. Ears: Large, or small, close to head or protruding, long or short lobes Pierced, wears ear-rings?	

DESCRIPTIVE ROLL.--(Continued.)

27. Feet: Size, shape, peculiarities ?	
28. Peculiarities of manner, habit. (smoking, eating, drinking, gait, speech, voice), mental or physical defect ?	
29. Visible marks: Warts, pimples, birth-marks, freckles, tatoo marks, scars on head, face, arms, hands, legs or feet ?	
30. Dress Peculiarities of ?	
31. Remarks.	

Dated.....

Seal.

Seal of Police Station

Signature of officer preparing the roll

REGISTER OF PROCLAIMED OFFENDERS UNDER SECTION 77 J. C. P. C.

Police Station..... District.....

Annual serial number.	1	2	3	4	5	Residence. Village. Police Station. District.			7	8	9	10	11	12	13	14 NAMES OF NEAR RELATIVES, FRIENDS AND ASSOCIATES WHO ARE LIKELY TO BE VISITED OR COMMUNICATED WITH, BY THE PROCLAIMED OFFENDER In his own district. In other districts.			15	16
	Name of proclaimed offender and his known alias	Parentage.	Caste.	Description.					No and date of F.I.R.	Police Station.	District.	Amount and description of property stolen.	In the case of a conditionally released prisoner who has been proclaimed give— 1. Offence in which conditionally released. 2. Name and district in which convicted. 3. Jail from which conditionally released. 4. Date of release.	Probable whereabouts of the offender and names of places he is likely to visit.	Name Relationship. Residence (give name of village or town and street and Police Station) Name. Relationship. Residence (give name of village or town and street, Police Station and district).	Amount of reward for arrest, if any.	Remarks.			

REGISTER OF CORRESPONDENCE.

Police Station.....

District.....

1	2	3	4	5	6
No.	Date of order etc.	By whom issued.	Substance of order or letter received.	Date of report	Substance of report or letter despatched.

CHARACTER VERIFICATION REGISTER.

1	2	3	4	5	6	7	8	9
Annual serial no	Date of receipt of roll	For whom received.	Where employed or service for which applying, i.e., Railway police, Military, etc	Name and parentage of applicant	Residence.	How, when and by whom character tested and result of enquiries	Date of return of roll.	Remarks.

REGISTER OF PERSONS UNDER SECURITY FOR GOOD BEHAVIOUR.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	10	11
Serial Number.	Name, father's name and caste of persons required to find security.	Residence.	Amount of security and personal recognition.	Names, parentage and caste of sureties	Residence of sureties.	Name of court which passed the order to find security, name of presiding officer, powers of the court, district in which order was passed and the date of order	<div> Date of internment in Jail. </div> <div> Date of release. </div>	DATE OF EXPIRY OF PERIOD OF SECURITY.	Reference to First Information Report or papers in any case in which a person on security was convicted and bond became liable to forfeiture.	Reference to papers pertaining to proceedings taken to obtain forfeiture of security and result of such proceedings.

ឯកសារនេះ គឺជា ឯកសារ ផ្ទាល់ មក ពី អង្គការ យូណេស្កូ ។ វា មិន មែន ជា ឯកសារ ផ្ទាល់ មក ពី អង្គការ យូណេស្កូ ។

Reference to First Information Report or papers in any case in which a person on security was convicted and bond became liable to forfeiture.

**DATE OF EXPIRY
OF PERIOD OF
SECURITY.**

**INPRISONMENT IN
DEFAULT OF
SECURITY.**

Date of Internment in Jail.

Date of release.

Name of court which passed the order
to find security, name of
officer, powers of the court, district
in which order was passed and the date
of order

Residence of sureties.

Names, parentage and caste of sureties

Amount of security and personal recognition.

Residence.

Name, father's name and caste of persons required to find security.

Serial Number.

Register of stolen property not recovered.

Police Station..... District.....

1	2	3	4	5
Serial No.	Number and date of F. I. R.	Property stolen.	Property recovered with date of recovery.	Remarks.

REGISTER

Strayed animals.

Police Station..... District.....

1	2	3	4	5	6	7	8	9
Serial No.	Date of impounding, if any	Place from where brought.	Name and address of the owner.	Description of the animal and its price.	Information leading to recovery.	Amount of reward offered if any.	Date of recovery	Remarks.

REGISTER

Unclaimed Property.

Police Station..... District....

1	2	3	4	5	6	7	8	9
Serial No.	Date of entry	Name of the place from where it has been brought.	Name and address of the person finding it.	List of article and their description.	Disposal of Property	Date of disposal.	How disposed.	Remarks.

LIST OF VILLAGE WATCHMEN.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No. of village according to the index to Register No. IX.	Name of village.	Distance and direction from Police Station.	No. of watchmen sanctioned.	Name, parentage and caste of watchmen.	Residence.	Date of appointment.	Age when appointed	Rate of pay	Population of village.	Number of houses.	Day of week fixed for attendance at Police Station.	REMARKS.

LIST OF POLICE OFFICERS ATTACHED TO POLICE STATION.

Police Station.....

District.....

1	2	3	4			5	6	7	8			9	10	11	12
Serial No.	Constabulary No.	Name	RESIDENCE.			Date of enlistment.	Date of posting to the Police Station	Literate or illiterate.	DATE OF BEING SENT TO HEAD-QUARTERS FOR TRAINING.			Date of transfer.	Where transferred to.	Reasons of transfer	REMARKS.
			Village	Police Station.	District.				For the 1st time.	For the 2nd time.	For the 3rd time.				

LIST OF STATE PROPERTY.

Police Station

District.....

1	2	3	4	5	6	7
Serial No.	Name of article	Number	Date of receipt	Date of removal from Register.	Cause of removal from Register.	REMARKS Showing how each article has been disposed of.

REGISTER OF MEMBERS OF CRIMINAL TRIBES.

Police Station..... District.....																			
Serial Number	1	2	3	4		5	6		7	8	9	10	11		12	REMARKS.			
		Name, alias and parentage, of registered persons.	Name of tribe, gang or clan.	Village.	Police Station.	Age on the date of registration.	Height.	Feet.	Inches	Particular marks and peculiarities of feature, etc	Grounds of registration	Date of registration.	Orders passed by Magistrates	Orders passed by Durbar.	CONVICTION OF REGISTERED PERSONS FOR NON BAILABLE OFFENCES (BEFORE AND AFTER REGISTRATION)		Offences.	Places and dates.	Sentence

REGISTER OF MALE CHILDREN OF MEMBERS OF CRIMINAL TRIBES.

Police Station.....

District.....

1	2	3	4	5	6		7
Serial No.	Name.	Father's name.	Tribe.	Date of birth	AREA TO WHICH THE GANG OR TRIBE IS RESTRICTED.		REMARKS.
					Village.	Police Station.	

PARTICULARS OF VILLAGE.

Police Station.....

District.....

Population by census of 193 .

Number of houses.....

Names of out-lying hamlets with No. of houses in each Revenue.....

Market-days, fairs and festivals.....

Principal castes and tribes.....

NAMES OF HEADMEN AND WATCHMEN.

1	2	3
Headmen	Other leading men	Watchmen.

VILLAGE CRIME NOTE-BOOK.

Police Station.....

District.....

1	2	3	4	5	6	7	8
No. of First Information Report.	Date of occurrence.	Offence	VALUE OF PROPERTY.		Name of person accused or suspected with parentage, caste and residence.	Name of complainant.	Result of Case.
			Stolen	Recovered			

CASES TRACED TO THE VILLAGE.

Police Station.....

District.....

1	2	3	4	5	6	7
Serial No.	No of First Information Report.	Police Station and District	Section.	Name of Accused.	Result of investigation.	Remarks.

CONVICTION REGISTER.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Name of convicted person and age on date stated in column 6.	Parentage and caste, with description and particular marks if any	Occupation and profession	Section of law under which convicted.	Name of court convicting, with name of the presiding officer of such court, district in which the trial was held, the power exercised by the court and whether the case was tried summarily or otherwise, sentence and date of conviction.	Date of release	Whether entered in Book X. i.e. the Surveillance register with number of History Sheet, if any.	Signature of Police officer making the entry and date of entry	Place of occurrence if committed outside the village.	Remarks.

SURVEILLANCE REGISTER.

Police Station.. ..

District.....

1	2	3	4	5	6	7	8	9
Serial No.	Name	Parentage and caste.	Name and delhi number of village	No. of History Sheet in Bundle A.	Date of entry.	Brief reasons for entry and signature of officers ordering registration of name.	REMOVAL OF NAME.	
							Date	Brief reasons for removal of name with signatures of officer ordering the removal.

CHANGE OF RESIDENCE.

Change of residence of Surveillees under Section 452.

J. C. P. C. (565 C. P. C.)

Police Station.....

District.....

1	2	3	4	5	6	7	8
Name and father's name	Caste	RESIDENCE.	CHANGE OR TEMPORARY CHANGE OF RESIDENCE.	Date of departure.	TO BE ENTERED BY OFFICER-IN CHARGE OF POLICE STATION.		REMARKS
		Village or Town street, mohalla, Thana District.	Village, or Town street, mohalla, Thana District.		Date of arrival.	Date of departure.	Change of residence, permanent or temporary.

ROLL OF ABSENT BAD CHARACTERS

Police Station.....

District.....

S.No.	Points to be reported on.	
1.	Name, parentage, caste and descriptive marks of bad character.	
2.	Number in surveillance Register and number and description of previous convictions.	
3.	Class of offences he commits.	
4	Place to which alleged to have gone and for what purpose, with information as to his relations and associates in such places	
5	Date and hour at which he left his village and source of information, i.e., whether the absence was reported by a <i>Patel</i> , etc, or ascertained by a Police Officer.	
6	Date and hour of despatch of this report and whether sent by hand or by post.	

Dated

Signature.

Acknowledgement.....

Signature.

HISTORY SHEET.

Village.....

Police Station.....

District.....

1	2	3	4	5	6
Serial No. in register.	Name.	Parentage and caste	Age and date of entry.	Description.	No. of finger-print slip, if taken.

Relations and Connections.

Property and mode of earning livelihood.

CONVICTIONS.

Description of crime to which believed to be addicted.

Signature of officer preparing History Sheet with date.

History and movement, etc., etc.

Note—Each entry to be signed and dated by the officer making it. When filled, blank pages to be attached and to be paged at the time of attaching.

1	2	3
Serial No of entry.	Information regarding history and movements, etc, recorded by officer-in-charge of Police Station.	Remarks or orders by Gazetted Officers and Inspectors.

FORM OF MONTHLY INDEX.

1	2	3
Reference to Daily Diary.	Name of Inspecting Officer.	Present or Absent.

INDEX TO HISTORY SHEETS AND PERSONAL FILES.

Police Station.....

District.....

1	2	3	4	5	6	7
Serial No. of History Sheet and Personal File	Name and Father's Name.	Village.	Date on which History sheet was opened.	Whether History Sheet is in A or B bundle or in personal file.	Date on which History Sheet and Personal File were transferred to another Police Station or destroyed	Initials of gazetted officer ordering transfer, or destruction of History Sheet and Remarks.

ALPHABETICAL INDEX TO HISTORY SHEETS AND PERSONAL FILES.

Police Station.....

District.....

1	2	3
Name and father's Name.	Village.	Serial No. of History Sheet and Personal File.

INDEX OF PERSONAL FILES WITHOUT NUMBER.

Police Station.....

District.....

1	2	3	4
Name of Village	Name, parentage, caste, residence of the person whose Personal File is being started.	Date of opening the Personal File	REMARKS.

BAD LIVELIHOOD REPORTS.

Police Station.....

District.....

Police Report with a view to the initiation of proceedings to take security to be of good living, under section 108 J. C. P. C. (110 C. P. C.).

Page 1.—Name, parentage, caste, age, occupation and residence of the person reported on—

Table 1.—Former convictions—

Column 1.—Serial number.

Column 2.—Complainant's name.

Column 3.—Number and date of First Information Report and name of Police Station.

Column 4.—Law and section of law.

Column 5.—Particulars of sentence, date of sentence and particulars of court in which the conviction was obtained.

Table 2.—Reference to cases in which the person reported about has been suspected or in which his house has been searched—

Column 1.—Serial number.

Column 2.—Name and residence of complainant.

Column 3.—Law and section of law.

Column 4.—Reference to the First Information Report, its date, the Police station to which belonging, or to other first report in the case.

Column 5.—Brief particulars of the reasons for which suspicion was entertained, or house was searched, etc,

Table 3.—Names of persons or bad characters with whom the person reported associates

Page 2 and 3 —Names of witnesses who will give evidence of the reputed bad character with an abstract of their statements.

Page 4.—Report of the Officer-in-charge of the Police Station.

COPY OF INFORMATION SHEET RECEIVED.

Police Station..... District.....

Serial No.....

Information Sheet No.....Dated.....

.....Received from Police Station.....

on.....regarding.....

alias.....son of.....

caste.....resident of village
mohalla Police Station.....

.....District....., age.....

.....height....., particular marks

.....

.....

Other details.....

.....

Dated..... Signature of Officer making the entry.

Date on which original Information Sheet was returned to
Police Station.....

Signature.

FILE BOOK OF INFORMATION SHEET DESPATCHED.

Police Station..... District.....

No..... Dated.....

Information Sheet regarding.....alias.....

Son of.....caste.....

Resident of.....Police Station... ..

District.....age.....height.....

Particular marks.....

Other details.....

Dated.....

Signature.

INSPECTION REPORT.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Serial No.	Offence.	CASES.						PERSONS.				PROPERTY.		REMARKS.
		Reported.	Admitted	Not investigated.	Sent for trial.	Convicted	Pending in Court	Arrested.	Convicted	Discharged.	Pending	Value		
												Stolen	Recovered.	

Total.....

Total of corresponding quarter of previous year.

When and by whom last inspected.....Dates of present Inspections and name of Inspecting Officer.

REGISTER OF LICENSES TO MANUFACTURE, CONVERT, KEEP OR SELL ARMS, AMMUNITION MILITARY STORES;—

Police Station.....

District.....

1	2	3	4	5	6	7				8	
Police Station	No	Name of licensee	Father's name, caste and residence	Place of business	Date.	INSPECTIONS BY.				Magistrate of district Supdt. of Police	REMARKS
						Inspectors of Police.					
						1st quarter	2nd quarter	3rd quarter.	4th quarter		

REGISTER OF PERSONS POSSESSING RIFLES AND REVOLVERS.

Police Station.....

District.....

1	2	3	4	5	6
Serial No.	Name of owner, with parentage, caste and residence	Description of arm with number.	Name from whom purchased.	Date of transfer, etc.	REMARKS.

REGISTER OF LICENSEES OF EXCISE AND OPIUM.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	
Serial No.	No of license.	Name and address of License-holder	Locality of shop.	Articles which the licensee is authorized to stock, & sell.	Whether licensed to sell wholesale or by retail.	Amount of license fee for the year	PERIOD FOR WHICH LICENSE IS VALID.		Remarks.
							From	To	

REGISTER OF LICENSEES OF EXPLOSIVES.

Police Station.....

District.....

1	2	3	4	5	6	7	8	9	
Serial No.	Names, parentage and place of residence of licensees.	Place of business, factory or shop	Maximum quantity of explosives to be possessed at any one time	Description and quantity of explosives to be manufactured during the year.	Description and quantity of explosives to be possessed and sold during the year.	PERIOD WITHIN WHICH LICENSE IS VALID.		Date of inspections made by police Officers of and above the rank of inspector.	REMARKS.
						From	To		

LICENSEES OF PETROLEUM.

Police Station.....

District.....

1	2	3	4	5	6	7	8
No. of license.	Object of license	Name and address of licensee	Description and quantity of petroleum to be possessed	Place with full details of storage shed.	PERIOD FOR WHICH THE LICENSE IS VALID.		REMARKS.
					From	To	

LICENSEES OF POISON.

Police Station.....

District.....

1	2	3	4	5	6	7
No of license	Name and address of licensee	Place of business.	Description of poisons to be possessed	PERIOD FOR WHICH THE LICENSE IS VALID		REMARKS.
				From	To	

LICENSEES OF SARAI.

Police Station.....

District.....

1	2	3	4	5	6	7	8
Serial No.	Name and parentage of keeper of Sarai.	Residence	Name of Sarai.	Situation of Sarai.	Date of Registration.	Date of entry in register.	REMARKS.

CASH REGISTER.

Police Station.....

District.....

RECEIPTS					PAYMENTS.				
Date, month and year	Detail of receipt.	Amount.			Date, month and year.	Details of expenditure.	Amount.		
		Rs	as.	p			Rs.	as	p.

PERMANENT ADVANCE REGISTER.

Police Station.....

District.....

1	2	3	4			5			6	7	8	9	10	11
Annual Serial No.	Date.	Detail of receipt and expenditure.	Receipt.			Expenditure.			Balance.	Backward reference.	Forward reference.	Reference of Bill No. and daily Diary report.	Reference to Bill No. through which the amount was received	REMARKS.
			Rs.	a.	p.	Rs.	a.	p.						

DEPARTMENTAL BILL.

Police Station.....

District.....

1	2	3	4			5
Date.	Reference to Daily Diary Report.	Details with names of the recipients.	Amount.			REMARKS.
			Rs.	as.	p.	

I do here by certify that the above items have actually been spent on State work and that the entries are correct.

Dated

Signature of S. H. O.

STORE ROOM REGISTER.

Police Station.....

District.....

1	2	3	4	5	6	7	8
Serial Number	No of F.I.R. (if any) from whom taken (if taken from a person) and from what place.	Date of deposit and name of depositor.	Description of property.	Reference to report asking for order regarding disposal of property.	How disposed of and date.	Signature of recipient (including person by whom despatched).	REMARKS

FILE OF ROAD CERTIFICATE.

Foil

COUNTER-FOIL.

Police Station

District

No of 193 .

Dated

Brief reference to case
or property sent

To whom and where sent.

Officer-in-charge of Station

1.	Name of person parentage and offence of which accused by Police with No. of F I. R.
2.	Date and time of despatch from Police Station.
3.	Description of property sent, with number and weight of each article
4.	Amount of diet-money expended on account of prisoners and witnesses
5	Date and time of arrival at Headquarters or other Station
6	Signature of receiving officer.
7.	REMARKS

Signature.

Dated

CASH RECEIPT.

Police Station.....Dated.....193 .

Rs.on account of.....

Received from.....

Amount in words.....

Reference to Daily Diary....

Dated.....

Signature of S. H. O.

LOCK-UP REGISTER.

Guard.....

District.....

1	2	3	4	5	6	7	8	9	10	
Serial No.	Date of entry in Jail	Reference to Daily Diary	Name of prisoner with parentage, caste and residence.	Description of prisoner.	Section of Law	Date of conviction.	Punishment with particulars	Date of transfer to Central Jail	Date of release.	REMARKS.

PROSECUTING OFFICER'S REGISTER OF PROCLAIMED OFFENDERS.

Serial No	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Name with alias	Parentage	Caste	Residence			Age at the time of absconding, Indentification particulars to be given with the help of case diaries	F. I. R. No., with offence in which wanted.	Name of Police Station where wanted	Reward for arrest, if any.	Description in brief.	Probable resorts with details and relationship etc.	Date of absconding.	Name of court issuing warrants.	Date of issue of warrant.	REMARKS.
1																

PROSECUTING OFFICER'S REGISTER OF EXTRADITION CASES PART I.

Serial No	2	3	4	5	6	7	8	9	10	11	12
	Date of receipt	Nizamath where wanted	Case No., offence, Police Station and date	Name of court, with brief reference to judgment.	Date of judgment.	Particulars of judgment by Sessions court	Date of filing appeal or revision.	Chief court's decision with date and offence under which conviction was up-held or awarded	Date of intimation regarding Chief Court's judgment.	Result of appeal in Mahakma Khaz, with date of decision.	REMARKS.
1											

PROSECUTING OFFICER'S REGISTER OF EXTRADITION CASES PART II.

Annual Serial No	1	2	3	RESIDENC			7	8	9	10	11	12	13	14
				Village	Police Station	District								
		Name of the Nizam	Name with percentage and caste of the person wanted				Territory from where wanted	Office under which wanted with F I R No date and name of the Police Station	Date of production of Prima facie evidence.	Detail of proceedings taken for extradition	Date of arrest and name of officer effecting the arrest	Date of extradition.	Result of case.	REMARKS.

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PROSECUTING OFFICER'S REGISTER OF APPEALS AND REVISIONS FILED BY POLICE, PART I.

Serial No	1	2	3	4	5	6	7	8	9	10	11	12
		Date of receipt of file	Name of the perokari from where received.	F. I R No date, offence and name of Police station	Name of lower court with particulars of case	Date of decision	Particulars of judgment given in Sessions' court	Date of appeal or revision filed by Police.	Date of receipt of intimation regarding Chief Court's decision	Process of judgment passed by Chief Court with date and offence under which convicted or upheld.	Result of appeal in Mahakma Khass.	REMARKS.

PROSECUTING OFFICER'S SPECIAL CRIME REGISTER.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15							
No. of Police Report											Precis of the first information report and continuation reports.	Result of investigation.				Result of trial.		Result of appeal and revision.		Remarks.	
Name of complainant.																					
Name of accused.																					
No. of previous convictions against accused																					
Whether sent in custody or on bail or recognizance											Value of property stolen.				Value of property recovered.						
Date and place of arrest.																					
Section of Law violated against																					

PROSECUTING OFFICER'S REGISTER OF APPEALS AND REVISIONS FILED BY ACCUSED PART II.

Serial No.	No of Register of Appeal	Date of filing appeal.	Name of appellant.	F. I. R. No Date and name of Police Station.	Name with date of lower court deciding the case.	Sentence appealed against.	Decision awarded by appellate or revisionary authority	Remarks.
1								
2								
3								
4								
5								
6								

**REGISTER OF CHALLANS RECEIVED IN
PROSECUTING OFFICE**

[illegible]

**REGISTER OF SUMMONSES, WARRANTS AND OTHER
PROCESSES ISSUED BY COURT.**

[illegible]

PROSECUTING OFFICER'S SPECIAL CRIME REGISTER.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
No of special report	Name of Police station and No and date of First Information Report	Date and place of occurrence.	Section of law offended against	Name of complainant.	Name of accused.	No of previous convictions against accused	Whether sent in custody or on bail or recognizance	Value or property stolen.	Value of property recovered.	Precis of the first information report and continuation reports.	Result of investigation.	Result of trial.	Result of appeal and revision.	Remarks.

PROSECUTING OFFICER'S REGISTER OF APPEALS AND REVISIONS FILED BY ACCUSED PART II.

Serial No.	No of Register of Appeal	Date of filing appeal.	Name of appellant	F. I. R. No Date and name of Police Station.	Name with date of lower court deciding the case.	Sentence appealed against.	Decision awarded by appellate or revisionary authority.	Remarks.
1	12	3	1	5	6	7	8	9

REGISTER OF CHALLANS RECEIVED IN PROSECUTING OFFICE.

1	2	3	4	5	6	7	8	9
Serial No.	Date of receipt.	Name of Police Station with number and date of P.I.R. if any.	Particulars of case	Reference to intermediary order	Extract from the order	Date of decision	Result of trial	Remarks.

REGISTER OF SUMMONSES, WARRANTS AND OTHER PROCESSES ISSUED BY COURT.

1	2	3	4	5	6	7	8	9	10	11	12
Serial No	Name of issuing Court	Summons warrant or an order?	Date of issue.	Date of hearing of case	Name and particulars on whom the process is to be served.	Date of receipt	Place where sent for execution	Date of despatch.	Date of receipt after execution	Date of return to court.	Remarks.

PROSECUTING OFFICER'S RECEIPT AND DESPATCH REGISTER OF CHARGE SHEET AND CONVICTION SLIPS

1	Annual serial no of charge sheet slips or conviction slips received from other districts or from Magistrates	2	Date of receipt with name of the District	3	Name of Police Station, offence with section and no. of F.I R.	4	Date of despatch of charge sheet slip to Police Station sending up the accused for trial	5	Name, parentage; and caste of the convict	6			7	8	9			
										Residence.								
										Village	Police Station.		District					
										Date of return of conviction slip to district from which received. (The column will only be filled in where conviction slips are received from other districts.)								
REMARKS.																		

CRIME DIGEST REGISTER.

District.....

1	Date.	2	Station Officer Present or absent.	3	F. I R. No.	4	Offence, etc.	5	Value of property stolen.	6	Description	7	Value of property recovered	8	Name of village of occurrence.	9	Name of com-plainant.	10	Name of accused	11	No. of accused arrested	12	Investigated or not.	13	Abstract	14	Orders and subsequent references	15	Result.	16	REMARKS.
---	-------	---	------------------------------------	---	-------------	---	---------------	---	---------------------------	---	-------------	---	-----------------------------	---	--------------------------------	---	-----------------------	----	-----------------	----	-------------------------	----	----------------------	----	----------	----	----------------------------------	----	---------	----	----------

DIVISIONAL OFFICER'S CASH BOOK.

(PAGE 1).

District.....

1	2	3	4			5			6			7
Date	No. of transaction.	Particulars of credit	Jharshahi			Kaldar			Total.			REMARKS
			Rs.	as	p	Rs	as	p	Rs.	as	p	

(PAGE 2).

1	2	3	4			5			6			7
Date	No. of transaction.	Particulars of debit	Jharshahi			Kaldar			Total			REMARKS
			Rs	as	p.	Rs	as	p	Rs.	as	p	

REGISTER OF POSTINGS OF ALL LOWER SUBORDINATES

District.....

1	2	3	4	5	6	7	8	9	10	11
Serial No	Constabulary No.	Name	Date of enrolment	Residence	Education	Date of return from last rural duty	Police Station from which last transferred.	Reasons for transfer	Police Station etc. to which now posted	REMARKS.

LEAVE REGISTER OF ENROLLED POLICE OFFICERS FOR THE YEAR 193 .

District.....

DISTRICT OFFICER'S REPORT.												
1	2	3	4	5	6	7	8	9	10			
Annual Serial No of entry	Rank and grade	Name.	Badge No	LEAVE GRANTED.						Date of entering the leave in the Service Roll and initials of the Head of office concerned.	REMARKS.	
				Kind	Period.			Date				Date up to which the leave was actually enjoyed (to be filled in on return)
					Years	Months.	Days	From	To			

DEFAULTERS REGISTER.

District.....

1	2	3		4	5	6	7
Annual Serial No.	Date.	NAME OF DEFAULTER.		Name of Officer awarding punishment.	Charge	Nature of punishment	Signature of the officer awarding punishment.
		Name.	Designation with badge No.				

ORDER BOOK.

1	2	3	4	5	6
Serial No.	Date.	Nature of the order.	Details of order	Backward and Forward reference	Initials of officer responsible for seeing the order issued.

BLACK BOOK.

1	2	3	4	
Serial No.	Name of officer with designation	POSTING.		Complaints regarding bad repute and Police working.
		From	To	

Register of receipt and despatch of case Files.

District.....

1	2	3	4	5	6	7	8	9	10	11	12
Serial number	Name of Police Station	Number of case	Date of commencement.	Date of admission to the record room	Subject	Date of decision.	Reference of bundle	Signature of record keeper.	OBTAINING THE FILES FROM RECORD ROOM	DATE OF WEEDING.	REMARKS.
									Date of despatch		
									Reason of despatch.		
									Signature of recipient.		

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